**NATIONAL ANTI-CORRUPTION ACTION PLAN**

**2020/2021 MONITORING AND EVALUATION FRAMEWORK FOR DATA COLLECTION AND REPORTING**

**GUIDELINES FOR INDICATOR DATA COLLECTION AND REPORTING**

**INTRODUCTION**

The National Anti-Corruption Action Plan (NACAP) was adopted in July 2014 for implementation by stakeholders, which include Public, Private and Not-For-Profit organizations and institutions.

In terms of implementation of NACAP by public sector organizations and institutions, the Office of the President (OoP) issued directives in March 2015 which, among others, provide that:

* All heads of institutions and leadership at all levels should take responsibility for their areas of oversight and ensure that measures are taken to combat corruption in their institutions, including implementation of roles specifically assigned to their institutions under NACAP;
* The Ministry of Finance should ensure that MDAs, MMDAs and all public sector institutions budget for the implementation of specific programmes assigned to them under NACAP, and
* Ministers, Chief Executives and Heads of Public sector institutions shall submit reports on the implementation of NACAP to the Monitoring and Evaluation Committee (MONICOM) at the CHRAJ, with copies to the Office of the President.

To assist in the assessment of the outputs or outcomes of the implementation of planned activities and generally assess the progress of implementation of NACAP in 2020/2021, indicators have been developed under the four strategic objectives of NACAP.

These guidelines have been issued to assist implementing agencies report on the implementation of their planned activities under NACAP on schedule, using the National Anti-Corruption Reporting Dashboard (NACoRD), an online data collection and reporting tool.

**2.0. ROLES UNDER NACAP**

**2.1 General Role**

The General role is designed for implementation and reporting by **ALL** Implementing agencies and organizations (implementing partners), including public sector organizations, private sector and not-for-profit organizations.

**2.2 Roles under Strategic Objectives**

These are roles specific to implementing agencies under the four Strategic Objectives which can be found on pages 54-90 of the National Anti-Corruption Action Plan (2015-2024).

At the end of every reporting cycle, each implementing agency is expected to submit a report on all the activities under the “General Roles” and assigned activities under the four strategic objectives.

**3.0. THE 2020/2021 MONITORING AND EVALUATION FRAMEWORK FOR DATA COLLECTION AND REPORTING**

The 2020/2021 NACAP M&E Data Collection and Reporting Framework is presented in the form of a matrix as follows:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref/ Broad Activity** | **Indicator** | **Frequency of Data Collection** | **Data Source** | **Data Disaggregation** | **Implementing Agency** | | **Results /Status of Implementation** |
| **Lead** | **Collaborating** |

The columns are explained below:

**Ref/Broad Activity:** This refers to the reference number

and activity under NACAP selected for implementation.

**Indicator:** The indicator measures the expected results from the implementation of the activity. This will be monitored and evaluated at the end of the reporting cycle.

**Frequency of Data Collection:** It refers to the period at which data is collected at regular intervals, e.g. daily, monthly, quarterly and annually.

**Data Source:** The origin, root from which the data was collected on the indicator, e.g. Programme/ Meeting reports, Payments vouchers, Store records, etc.

**Data Disaggregation:** It refers to numerical or non-numerical information collected from multiple sources, broken down into component parts or smaller units e.g. national, regional, district, sex, etc.

**Implementing Agency:** This column contains the Lead and the Collaborating Implementing Agency. This is also referable to “implementing partner”.

The **“Lead Implementing Agency”** has the primary responsibility to undertake the assigned activities.

The **“Collaborating Implementing Partners”** this refers to agencies and other implementing partners or stakeholders who are either beneficiaries, or those to be directly impacted by the implementation of the said activity. It also refers to those who may be interested or have the capacity to implement the activity. Collaborating implementing partners are to perform complementary activities in the implementation of the assigned activities.

Where an agency has been omitted from the lead/collaborating implementing agency column for an assigned activity, but the agency/organization has operations related to or has interest in the broad activity, the agency/organization may implement aspects of the broad activity and report on it.

Both lead and collaborating agencies are responsible for the success or failure of implementation.

**Result/Status of Implementation:** This column provides for measurable output/outcome of the assigned activity. It covers either quantitative or qualitative measurable output/outcome of the assigned activity. In completing this column, implementing agencies should be as brief as possible.

For avoidance of doubt, the areas to complete are: “Data Source,” “Frequency of Data Collection” and “Result/ status of implementation”.

Where an implementing agency is unable to undertake a required assigned activity, the agency should indicate **“NOT UNDERTAKEN”**, in the “result” column and reasons must be provided for not undertaking the activity.

**4.0 ACRONYMS AND KEY WORDS/TERMS**

For the purpose of NACAP and this Tool:

* **“MDA”** means public service and state institutions.
* **“Anti-Corruption Agency”** includes CHRAJ, EOCO, Ghana Police Service, Office of Special Prosecutor, Office of the Attorney-General and Ministry of Justice, and Financial Intelligence Centre.
* **“Faith-Based Organization”** means religious organisation.
* **“Implementing Partners”** include Public, Private, and Not-For-Profit Organizations.
* **“Independent Governance Institutions”** include CHRAJ, Judicial Service, Parliament of Ghana, National Commission for Civic Education, National Media Commission, Electoral Commission, and Auditor General.

**NACAP 2020/ 2021 MONITORING AND EVALUATION FRAMEWORK FOR DATA COLLECTION AND REPORTING**

**INSTRUCTIONS FOR USE**

1. All Implementing Partners are to use the NACoRD for reporting within the time frame.
2. All indicators are for NACAP activities implemented in 2020 and 2021.
3. Implementing Partners should complete the “Frequency of Data Collection”, “Data Source” and “Results/Status of Implementation” columns.
4. Reporting tool can be accessed at: <https://nacap.chraj.gov.gh> or [www.chraj.gov.gh](http://www.chraj.gov.gh)

**GENERAL ROLES (ACTIVITIES) OF IMPLEMENTING PARTNERS**

| **Ref/ Broad Activity** | **Indicator** | **Frequency of Data Collection** | **Data Source** | **Data Disaggregation** | **Result (Status of Implementation)** |
| --- | --- | --- | --- | --- | --- |
| Budget for implementation of NACAP. | Amount budgeted for implementation of NACAP. |  |  | Regional, MDAs, MMDAs, CSOs, Media |  |
| Designate a Schedule Officer (Focal Person) for NACAP. | Number of schedule officers (Focal Persons) designated. |  |  | Male, Female |  |
| Sensitize staff on NACAP. | Number of staff sensitized on NACAP. |  |  | Regional, District, MDAs, MMDAs, CSOs, Private Sector, Male, Female, |  |
| Report on implementation of NACAP. | Reports on implementation of NACAP submitted. |  |  | MDAs, MMDAs, CSOs, Private sector, Regional, District, Media |  |
| Organize sensitization programmes for staff on the linkage between NACAP and Sustainable Development Goal (SDG Targets 16.5 and 16.6) | Number of staff sensitized on the linkage between the NACAP and SDG Targets 16.5 and 16.6 |  |  | National, Regional, District, Male, Female |  |

| **Broad Activity** | **Indicator** | **Frequency of Data Collection** | **Data Source** | **Data Disaggregation** | **Result (Status of Implementation)** |
| --- | --- | --- | --- | --- | --- |
| Strengthen internal control measures to reduce opportunities for corruption within public, private and not-for-profit sector  organizations/institutions. | Number of institutions with designated Ethics Officers. |  |  | National, Regional, District, Male, Female |  |
| Number of designated Ethics Officers trained. |  |  | National, Regional, District, Male, Female |  |
| Establish safe and confidential reporting systems/mechanisms at work places. | Number of institutions with safe and confidential reporting systems/mechanisms at work places |  |  | National, Regional, District |  |
| Act expeditiously on reports of corruption and misconduct in the work place. | Number of institutions receiving complaints of corruption or misconduct. |  |  | National, Regional, District |  |
| Number of corruption complaints received. |  |  | National, Regional, District |  |
| Number of complaints on workplace misconduct received. |  |  | National, Regional, District |  |
| Number of investigations on acts of corruption. |  |  | National, Regional, District |  |
| Number of Actions undertaken on workplace misconducts. |  |  | National, Regional, District, Male & Female |  |
| Number of prosecutions/ sanctions undertaken. |  |  | National, Regional, District |  |
| Develop and publicize sexual harassment policies at the work place. | Sexual harassment policies at the work place developed. |  |  | National, Regional, District |  |
| Sexual harassment policies publicized at the work place. |  |  |  |
| Introduce measures to control absenteeism, lateness and moonlighting. | Measures to control absenteeism, lateness and moonlighting introduced. |  |  | National, Regional, District |  |

**STRATEGIC OBJECTIVE 1: TO BUILD PUBLIC CAPACITY TO CONDEMN AND FIGHT CORRUPTION AND TO MAKE CORRUPTION A HIGH- RISK LOW- GAIN ACTIVITY**

| **Ref/Broad Activity** | **Indicator** | **Frequency of Data Collection** | **Data Source** | **Data Disaggregation** | **Implementing Agency** | | **Results (Status of Implementation)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Lead** | **Collaborating** |
| **2.** Organize regular public education and awareness programmes on the evils of corruption and the ethos of anti-corruption in MDAs, general public, and private sector organizations. | Number of public education and awareness programme organised |  |  | National, Regional, District, Male, Female | CHRAJ, PEF | NCCE, CSOs |  |
| **3.** Create Public fora/community outreach/clinics at District Level. | Number of Community outreach/clinics/public fora created |  |  | District, Male, Female | CHRAJ, CSOs | NCCE, DAs, MMDAs, RCCs, PSC |  |
| **4.** Provide incentives, including free legal serviceslj for public interest litigation | Incentives provided for public interest litigation |  |  | National, Regional, District, Male, Female | Legal Aid Board | Judiciary, CSOs |  |
| **5.** Mainstream Anti-Corruption, Ethics and Integrity in Public, Private Sector, Civil Society and Religious Organization | Anti-corruption, ethics and integrity issues mainstreamed in public, private sectors, civil society & religious organisations |  |  | National, Regional, District, Male, Female, Private Sector, FBOs, CSOs | CHRAJ, PSC, NDPC, GES/MOE, PEF | Religious Bodies, Private Sector Organizations, MDAs |  |
| **10.** Organize awareness raising programmes on the negative impact of money laundering and financing of terrorism on sustainable development and security for the general public. | Awareness raising programmes organised |  |  | National, Regional, District, Male, Female | FIC, EOCO, CHRAJ | Min. of Interior, Security agencies, NACOB, National Security Sect., Media |  |
| **11.** Conduct assessment of institutions/ agencies on the integration of corruption prevention measures in their work programmes. | Number of institution/agencies assessed on the integration of corruption prevention in their work programmes |  |  | National, Regional, District | NDPC | CHRAJ, GACC, CSOs Secretariat, MDAs, EOCO, IAA |  |
| **13.** Depoliticise corruption and other related crimes. | Corruption and other related crimes depolitised |  |  | National, Regional, District | Political Parties, A-G, Office of the President | Media, Members of Parliament, CSOs, Office of the President |  |
| **14.** Enforce the Public Financial Management Legislation. | Public Financial Management legislation enforced |  |  | National, Regional, District | MOF, Police, A-G, IAA. | CHRAJ, EOCO, AuG, Judicial Service, Public Accounts Committee, GRA-CEPS |  |
| **17.** Establish an ethics development centre | Ethics development centre established |  |  | National | CHRAJ | PSC, MOF, MOE, Accreditation Board, EOCO, AuG, MDAs |  |
| **19.** Establish special awards on integrity at all levels. | Special awards on integrity established |  |  | National, Private Sector, Public Sector, CSO Sector | Office of the President | MMDAs, MDAs, Private Sector, NGOs |  |
| **20.** Strengthen anti-corruption capacity at District, Regional levels and encourage whistleblowing. | Capacity at district, regional levels strengthened in anti-corruption issues |  |  | Regional, District, Male, Female | CHRAJ, EOCO, IAA | NCCE, RCC, MMDAs, AUG, IAA |  |
| 26. Develop and implement code of conduct for corporate bodies, traditional authorities and not-for-profit | Codes of conduct developed and enforced |  |  |  | PEF, National House of Chief, Religious organisations, NGOs | CHRAJ, GACC,CSOs, Min. of Chieftaincy & Culture |  |
| 27. Provide incentives for private sector that enforce anti-corruption provisions. | Tax cuts and awards (best integrity company) provided |  |  |  | PEF, Cooperate organisations | GRA, Min. of Finance |  |
| 28. Sign Integrity Pacts. | Number of integrity Packs signed1 |  |  | National, Regional, District, | PEF | CHRAJ, GACC |  |

**STRATEGIC OBJECTIVE 2: TO INSTITUTIONALIZE EFFICIENCY, ACCOUNTABILITY AND TRANSPARENCY IN THE PUBLIC, PRIVATE AND NOT-FOR-PROFIT SECTORS**

| **Ref/Broad Activity** | **Indicator** | **Frequency of Data Collection** | **Data Source** | **Data Disaggregation** | **Implementing Agency** | | **Results (Status of Implementation)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Lead** | **Collaborating** |
| 1. Conduct system examination of corruption-prone MDAs and Public Institutions to identify and plug loopholes. | system examinations conducted in a number of MDAs and Public institutions |  |  | National | CHRAJ | GACC, EOCO, MDAs, Public Institutions, CSOs |  |
| **4.** Introduce computerised and net-based system in all revenue collection/generation Agencies | Revenue collection/generation Agencies computerised and net-based |  |  | National, Regional, District | GRA, MoF | All other revenue collection Agencies |  |
| **8.** Build capacity of MDAs for transparent use of public resources. | Capacities built on transparent use of public resources |  |  | National | MoF, AuG, CHRAJ, CEOs of State Institutions |  |  |
| **10.** Develop and implement Customer Service charters in all MDAs, public and private sector institutions | Number of MDAs and other Public and private sector Institutions that have implemented the Customer Service Charter |  |  | National, Regional, District | All MDAs/Public Institutions, Public Sector Reform Secretariat | Private sector, NGOs |  |
| **11.** Ensure that MDAs and MMDAs prepare financial statements on time for audit | Financial statements of a number of MDAs/MMDAs prepared on time for audit |  |  | National, Regional, District | PSC, OHCS, Min. of Local Gov't. & Rural Development | MDAs/Public Institutions |  |
| **13.** Enforce legislation regulating the operations of political parties | Political party legislation enforced |  |  | National | EC and Law enforcement Agencies | All political parties, CSOs |  |
| **18.** Enforce and monitor compliance with the codes of conduct /ethics [For MPs] | Codes of conduct and ethics enforced and monitored |  |  | National | CHRAJ, Parliament | MDAs, PSC |  |
| **22.** Develop and implement Public service integrity Programme (PSIP) | PSIP developed |  |  | National, Regional, District | CHRAJ | PSC, OHCS, Heads of MDAs |  |
| **30.** Create civic awareness to enable public demand accountability from public officials | Number of awareness programmes organised |  |  | National, Regional, District, Male, Female | NCCE | CHRAJ, CSOs |  |
| **31.** Conduct public expenditure tracking surveys | Number of expenditure tracking surveys conducted |  |  | National | MoF | CHRAJ, MDAs, CSOs, NDPC |  |
| **33.** Train Journalists in investigative journalism | Number of Journalists trained in investigative journalism |  |  | Male, Female | GJA, Media Commission | Min Info/Communication |  |
| **35.** Develop and implement a National Strategic Framework for strengthening Judicial Capacity and Integrity | National strategic framework developed and implemented |  |  | National | Judicial Service | OoP, JUSAG, GBA |  |
| **43.** Develop and Implement public assets management system | Public assets management systems developed and implemented |  |  | National, Regional, District | MoFEP, AuG | MDAs and MMDAs |  |

**STRATEGIC OBJECTIVE 3: TO ENGAGE INDIVIDUALS, MEDIA AND CIVIL SOCIETY ORGANISATIONS IN REPORTING AND COMBATING CORRUPTION**

| **Ref/Broad Activity** | **Indicator** | **Frequency of Data Collection** | **Data Source** | **Data Disaggregation** | **Implementing Partners** | | **Results / Status of Implementation** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Lead** | **Collaborating** |
| **1.** Educate media practitioners, NGOs on anti-corruption methods, practices and challenges of fighting corruption | Media practitioners educated on anti-corruption methods, practices and challenges of fighting corruption |  |  | National, Regional, District, Male, Female | GJA, Media Commission | CHRAJ, EOCO |  |
| **2.** Train media and NGO's on anti-corruption methods and practices | No. of media houses and NGOs trained on anti-corruption methods and practices |  |  | National, Regional, District, Male, Female | GJA, CSOs, Media Commission | Media Organisations |  |
| 4. Develop whistle blowing and other reporting mechanism (e.g. complaints and suggestion boxes, hotlines) | Whistleblowing and other reporting mechanisms developed |  |  | National, Regional, District, Public, Private, CSO | CHRAJ, Police, NACOB, BNI, GRA | PSC, OHCS, Head of MDAs, PEF, Private Sector Organisations, EOCO |  |
| **6.** Create confidential system for citizens to report cases of corruption and provide legal advice to victims of corruption | Confidential system created |  |  | National, Regional, District, Public, Private, Male, Female | CHRAJ, EOCO, A-G, Police, BNI, IAA, AuG, OoP, NACOB | Legal Aid Board, GACC and CSOs |  |
| Number of persons provided with legal advice |
| **14.** Establish and enforce codes of conduct for and within all NGOs | Codes of conducts established and enforced |  |  | National, Regional, District | NGOs | DSW |  |
| **15.** Formulate and implement a National Policy on NGO programmes | National NGO policy formulated and implemented |  |  | National, Regional, District | **NGOs** | DSW |  |
| **16.** Strengthen institutional and operational capacity of civil society organizations in monitoring and evaluating public revenue and expenditure and physical projects | Institutional and operational capacities of CSOs strengthened |  |  | National, Regional, District | CSOs, GACC | DSW, MOF, GRA |  |

**STRATEGIC OBJECTIVE 4: TO CONDUCT EFFECTIVE INVESTIGATIONS AND PROSECUTIONS OF CORRUPT CONDUCT- SHORT AND MEDIUM TERM ACTIVITIES**

| **Ref/Broad Activity** | **Indicator** | **Frequency of Data Collection** | **Data Source** | **Data Disaggregation** | **Implementing Partner** | | **Result (Status of Implementation)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Lead** | **Collaborating** |
| **1.** Ratify and domesticate international conventions relating to corruption, money laundering and transnational organised crime | Palermo Convention ratified |  |  | National | AG, Min Foreign Affairs, Parliament of Ghana | FIC, EOCO, Police ,BNI |  |
| **3.** Enforce AC laws impartially, regardless of position or status of parties involved | AC laws enforced |  |  | National, Regional, District, Male, Female | EOCO, CHRAJ, BNI, Police, NACOB | Judicial Service |  |
| 6. Acquire communication and information technology equipment to support investigation | Communication and information technology equipment acquired |  |  | National, Regional, District | EOCO, CHRAJ, BNI, FIC | MOFEP, Public Procurement Authority |  |
| 7. Provide and furnish office accommodation for anti-corruption Agencies | Office accommodation provided and furnished |  |  | National, Regional, District | MoF | CHRAJ, EOCO, FIC, AuG |  |
| 8. Recruit prosecutors for A-Gs office | Number of prosecutors recruited |  |  | Male, Female | A-G, DPP | OoP, MOFEP, PSC, OHCS |  |
| 9. Build capacity of the EOCO and FIC to undertake intelligence gathering work | Capacity of EOCO and FIC built |  |  | National, Regional, District, Male, Female | EOCO, FIC, NACOB, BNI | AG, National Security, BNI, MMDAs, Ghana Armed Forces |  |
| **15.** Build capacity of anticorruption institutions to perform their respective mandates and functions | Capacity of anticorruption institutions built |  |  | National, Regional, District, Male, Female | Anti-Corruption Institutions | MOF |  |
| 16. Harmonise activities of public institutions fighting corruption | Activities of public institutions fighting corruption harmonised |  |  | National | Key accountability institutions | GRA-CEPS |  |
| **22**. Extend computerisation of court systems to all levels in all regions | Computerisation of court systems extended |  |  | National, Regional | Judicial Service | NOVEP |  |
| **23**. Organise training for Judicial Service staff on computerized court system | Number of training programmes organised |  |  | National, Regional, District, Male, Female | Judicial Service | Judicial Service, JUSAG |  |
| **25.** Build capacity of AC institutions in Asset Tracing and Recovery | Capacity of AC institutions in Asset Tracing and Recovery built |  |  | National, Regional, District, Male, Female | EOCO, FIC, CHRAJ | Police, CSOs, NCCE |  |
| **27.** Train investigators, and prosecutors in financial investigations, restraint, confiscation, Mutual legal Assistance | Number of investigators and prosecutors trained |  |  | National, Regional, District, Male, Female | EOCO, FIC, | Judiciary Training Institute, CSOs, Media, Ghana Police Service, NACOB,BNI |  |
| **29.** Issue Regulations for the implementation of all anti-corruption and related legislation | Regulations on anti-corruption and related legislation issued |  |  | National | A-G, | FIC, EOCO, AuG, CHRAJ |  |
| **30.** Strengthen the national coordination capacity in combating transnational corruption and organised crime | National coordination capacity strengthened |  |  | National | Min of Interior, National Security, AG, Parliament | Min of Foreign Affairs, BNI,EOCO, FIC, NACOB,AG, CHRAJ |  |
| **32.** Organise study sessions on the vulnerability to money laundering and terrorism financing | Number of study sessions organised |  |  | National, Regional, District, Male, Female, Private Sector, FBOs, CSOs | FIC, EOCO | A-G, MOF |  |
| **36.** Re-train and sensitise all Judges and Magistrates in the Anti-Corruption courts | Number of Judges and Magistrates re-trained and sensitised |  |  | Judges, Magistrates Male, Female, | Judicial Service | AC Agencies, Parliament, A-G |  |