



LGPA 2017/18

Accountability Requirements

Amolatar District

(Vote Code: 564)

Assessment	Compliant	%
Yes	5	83%
No	1	17%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.	xxx	Submitted to MOFPED on 07/05/2017	Yes
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).	xxxxx	Submitted to MOFPED on 26/04/2017 as per receipt No. 0574 inclusive of the Procurement Plan.	Yes
Assessment area: Reporting: submission of annual and quarterly budget performance reports			
LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)	xxxxxx	APR was submitted to MOFPED on 14/08/2017 as per receipt number 0861.	No
LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)	xxxxxxx	Q1 - Q4 budget performance reports submitted on 14/11/2016; 20/02/2017; 13/06/2017; 31/07/2017 respectively. Acknowledgment Receipt are: Q1-0056; Q2-0363; Q3-0790; Q4-4553 respectively.	Yes
Assessment area: Audit			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p>	<p>xxxxxx</p>	<p>According to the records obtained from the finance ministry registry Amolatar provided information on the status of implementation of Internal Auditor general for 2016/2017 as seen from report submitted on 10th March-2017 with 9 responses</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxxx</p>	<p>As per the annual audit report of 2016/2017, Obtained from the Office of Auditor General ,Amolatar obtained unqualified audit opinion</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Amolatar District

(Vote Code: 564)

Score 47/100 (47%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality; and (ii) all Town Councils in a District are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a municipality/district has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 2. 	0	No evidence was availed.
		<ul style="list-style-type: none"> • All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2. 	0	No evidence was availed.
2	<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p>	<ul style="list-style-type: none"> • Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. 	0	<p>No evidence of a budget conference report was provided to support the priorities in the AWP for FY 17/18 as being based on outcomes of a budget conference was provided. Only the invitation to participate in the Budget Consultative Workshop for FY 15/16 and FY 18/19 were provided.</p>

		<ul style="list-style-type: none"> Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If different, justification has to be provided and evidence that it was approved by Council. Score 2. 	0	<p>Investments in the approved AWP FY 17/18 were not derived from DDP and no record of justification and council approval was availed e.g.</p> <ul style="list-style-type: none"> Education: In the AWP 2 classrooms are to be constructed at Atomoro PS whereas in the DDP there is provision for renovation of Nabweyo Primary School. AWP provides for 16 stance latrine constructed at Aburkidi, Aromi, Anamido and Amai PS while the DDP only caters for it in a generic manner and for the whole district. It is not easily delineated. Health: AWP provides for installation of water harvesting system at Etam HC II and connection of electricity to staff houses in Amolatar HCIV, Namasale HC III, Awonnagi HC II and Aputi HC III which is not in DDP ;AWP proposes expansion of maternity ward and installation of water tank at Etam HC III while the DDP provides for completion of genral ward at Amolatar HC IV, Corner Aputi Cel, Amolatar TC.
		<ul style="list-style-type: none"> Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1. 	0	<p>No evidence was provided to show TPC discussing the investments in the AWP was found. However the practice was that only NUSAF 3 projects were discussed, and for the projects under implementation only when they have challenges are they brought to the attention of TPC.</p>
3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> Annual statistical abstract, with gender disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making-maximum 1 point. 	0	<p>No evidence of statistical abstract being in place was provided.</p>

<p>4</p> <p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	<p>2</p>	<p>All infrastructure projects implemented in FY 16/17 as found in the APR were found in the AWP. e.g.</p> <ul style="list-style-type: none"> Administration: renovation of staff house at Muntu, Classroom block at Amai PS and engineering office phase II Health: Completion of Phase II of the construction of general ward at Amolatar HC IV Education: Construction o two classrooms at Nabweyo PS; 10 stance latrine at Muntu & Bangladesh PSs; Roads: 116 km of manual routine road maintenance in Amolatar and Namasale TCs; 296 km manual routine road maintenance; 5stance VIP latrine at Ami RGC
	<ul style="list-style-type: none"> Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. <ul style="list-style-type: none"> 100%: score 4 80-99%: score 2 Below 80%: 0 		<p>2</p>

5	The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects and assets during the previous FY	<ul style="list-style-type: none"> • Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	2	Projects were concluded within the provided margins of the approved budget as found in the annual performance report FY 16/17. The performance reported -10.92% variation from the approved budget from 30% of the sampled projects.
	Maximum 4 points on this Performance Measure.	<ul style="list-style-type: none"> • Evidence that the LG has budgeted and spent at least 80% of O&M budget for infrastructure in the previous FY: score 2 	0	No evidence of O&M budgeting for infrastructure was found.

Assessment area: Human Resource Management

6	LG has substantively recruited and appraised all Heads of Departments	<ul style="list-style-type: none"> • Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	0	The 2 substantively appointed Heads of departments; DPMO was appraised on 10/07/17 and DCDO not appraised at the time of the assessment.
	Maximum 5 points on this Performance Measure.	<ul style="list-style-type: none"> • Evidence that the LG has filled all HoDs positions substantively: score 3 	0	The district had substantively filled 2posts of; DCDO and District Production & Marketing.

7	The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.	<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for recruitment have been considered: score 2 	2	All submissions by the office of the CAO dated; 8th/07/2016, 10th/11/2016, 14th/12/2016, 14th /12/2016, 14th /02/2017, 24th /02/2017, 21st /03/2017, 3rd /04/2017 (Cross Transfer of Services 6), were considered by the DSC 62nd meeting held on 20th-22 September 2016, 63rd meeting held from 24th -25th November 2016, 64th meeting from 19th -22nd December 2016, 65th meeting held from 4th to 5th April 2017, 66th meeting held from 2nd-3rd May 2017, 68th meeting held from 5th-8th June 2017.
	Maximum 4 points on this Performance Measure			

		<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	All the office the CAO submissions for confirmation dated; 3rd /04/2017, 30th /03/2017, 8th /09/2016, 15th/05/2017 and 6/06/2017 were considered by DSC 62nd meeting held 20th to 22nd /09/2016, 63rd meeting held from 24th to 25th /11/ 2016, 65th Meeting held from 4th to 5th /04/ 2017 and 68th meeting held from 5th to 8th /06/2017.
		<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	0	The submission from office of the CAO to DSC for disciplinary action dated 28th/04/2017 (Education Assistant ii-termination from service) had not been handled by the time of the assessment.
8	Staff recruited and retiring access the salary and pension payroll respectively within two months	<ul style="list-style-type: none"> • Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	0	The payroll was not availed to the assessor to enable him verify the period within which the new recruits accessed payroll in 2016/17.
	Maximum 5 points on this Performance Measure.	<ul style="list-style-type: none"> • Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	0	All the 54 pensioners who retired in 2016/17 did not access the pensioners' payroll within the stipulated 2 months.
Assessment area: Revenue Mobilization				
9	The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)	<ul style="list-style-type: none"> • If increase in OSR from previous FY but one to previous FY is more than 10% : score 4 points • If the increase is from 5 - 10% : score 2 point • If the increase is less than 5% : score 0 points. 	2	<p>In the financial year 2015/2016 OSR budget was 367,957,147 and actual realized was 172,036,075</p> <p>and for the financial year 2016/2017, the budgeted was 202,554,100 and actual was 189,689,159. There was increase in Revenue of 10%</p>
	Maximum 4 points on this Performance Measure.			

10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10% : then 2 points. If more than +/- 10% : zero points. 	0	<p>As per financial statement prepared as at 30th June 2017 , the OSR was budget at 202,554,100 and Actual 189,689,159. This represents 6% realization against planned</p>
11	<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	2	<p>As the financial statement as at 30th June 2017 , the LG remits to the LLG as on accounting code 263204</p>
	<ul style="list-style-type: none"> Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	0	<p>According to the financial statement prepared as at 30th June 2017, the council budget was 37,937,831 and actual spent was 66,515,000. The council overspent by 28,577,169</p>	

Assessment area: Procurement and contract management

12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	0	<p>The Snr Procurement Officer has been stopped from work and the Procurement Officer resigned. The whereabouts of the File showing that the Snr Procurement Officer had been stopped from working could, however, not be traced to confirm this stopping (though all – CAO, Deputy CAO and PDU confirmed the stopping of the Officer). Resignation letter from Procurement Officer seen dated 15th January 2018 and a comment on file from the CAO instructing the HRM to draft an acceptance letter for the resignation. The Unit is currently manned by an Assistant Inventory Management Officer.</p>
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		<ul style="list-style-type: none"> Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	1	<p>TEC Reports seen for TEC meetings held on:</p> <ul style="list-style-type: none"> 1st Nov 2016 to consider supervision of sitting, drilling, casting, test pumping and installation of 08 boreholes, design, costing, monitoring and supervision of tarmacking of 1 Km access road within Amolatar District Headquarters, construction of 2-stance VIP Latrine with one urinal shelter at Abwong Primary School, construction of 3-stance VIP Latrine at Aninolal Primary School 26th October 2016 to consider construction of a 2-stance drainable latrine with urinal at Aninolal Primary School, construction of 2-stance drainable Latrine at Bangladesh Primary School, construction of Arwotcek sub-county Administration Block Phase II 14th Feb 2017 for consideration of construction of construction of 2-stance VIP Latrine with one urinal shelter at Aputi sub-county, renovation of Council Hall and Board Room ceiling at Awelo sub-county, renovation of Art Clinic at Etam Health Centre III.
		<ul style="list-style-type: none"> Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	1	<p>CC meetings minutes seen where one of the agenda items was "Request to approve evaluation reports for the under listed projects":</p> <ul style="list-style-type: none"> Meeting held on Tuesday 16th January 2018 in DCDOs Office at 2.30 p.m Meeting held on Wednesday 20th December 2017 in PDU Office Meeting held on December 5th 2017 at PDU Meeting held on Friday 3rd November 2017 at DCDOs Office Meeting held on Friday 22nd September 2017 at PDU Meeting held on Thursday 13th September 2017 at PDU

13	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> • a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2 	2	<ul style="list-style-type: none"> • Procurement Plan seen covered all infrastructure projects for FY 2017/2018 indicated in the District AWP.. • Also, the yearly Procurement Report seen showed that procurements for 2016/2017 followed the Procurement Plan
14	<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2 	0	<p>Two adverts were put out. The first appeared in the New Vision newspaper of 14th September 2017, and the second appeared in the Daily Monitor newspaper of Friday 15th December 2017</p>
		<ul style="list-style-type: none"> • For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	2	<p>Register seen updated from October through December 2017</p>
				<p>Adherence to thresholds was seen on projects implemented under:</p> <p><i>Open Bidding:</i></p> <ul style="list-style-type: none"> - Contract: Renovation of three classroom block at Abarikori Primary School. <i>Amount:UGX62,149,600.</i> Procurement Ref No: AMOL564/Wrks/2017-18/00002. Contractor: MS EVAROJO ENGINEERING SERVICES LTD. Date of Contract Award. November 14th 2017. - Contract: Rehabilitation of Pmali T/c – Obango T/c – Acira T/c Road (Labour Based). <i>Amount:UGX180,486,900.</i> Procurement Ref No: AMOL564/Wrks/2017-18/00003. Date of Contract Award: November 20th 2017. <p><i>Selective Bidding:</i></p>

• For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2.

2

- Contract: Construction of 2 stance ordinary pit latrine at staff quarters in Awelo Sub County. *Amount: UGX8,511,500.* Contractor: M/s LAKANAINVESTMENTS LTD. Procurement Ref No: AMOL564/Wrks/2017-18 /00024. Date of Contract Award: November 14th 2017.

- Contract: Construction of a three VIP Latrine with 02 bath shelters at Health Centre IV. *Amount: UGX14,619,315.* Contractor: M/s M-BIG CONSULTANCY (U) LTD. Procurement Ref No: AMOL564/Wrks/2017-18/00026. Date of Contract Award: November 14th 2017

Framework Contracts:

- Contract: Conference and Catering Services and all related Services and supplies. *Amount: (“Issuance of Local Purchase constitutes a contract”).* Contractor: MS RAC BOT ONYEKO CO LTD. Procurement Ref No: AMOL564/Srvcs/2017-18/00003. Date of Contract Award: August 20th, 2017.

- Contract: Supply of Computers, Laptops, Printers, scanners, Ipad, photocopiers. *Amount: (“Issuance of Local Purchase constitutes a contract”).* Contractor: MS A-DS-HOTTO SERVICES (U) LTD. Procurement Ref No: AMOL564/Srvcs/2017-18/00003 (I noted that this was a mistake – to have exactly the same Reference Number for two different Contractors). Date of Contract Award: 23rd January, 2018.

15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2 	2	<p>Completion Certificates seen issued to:</p> <ul style="list-style-type: none"> - LHM BROUND WATER EXPLORATION AND GEOMAPPING SERVICES for sitting, Drilling Pump Testing and installation of 8 Boreholes in Amolatar District. Certificate Issued on 26th Aug. 2017. - East African Borehole Ltd for Drilling 8 Boreholes in Amolatar District. Certificate Issued on 26th Sept. 2017. - Jamara Company Ltd for rehabilitation of Ading – Acomi road (3.4 Kms). Certificate Issued on 19 Oct 2016. - Soakaka Technical Services Ltd for rehabilitation of (07) Boreholes – Lot 2. Certificate Issued on March 21, 2017. - TRUST JESUS CO. LIMITED for construction of 2-stance Drainable Latrine at Amai Landing site. Certificate Issued on January 4, 2017.
		<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	0	<p>Site Boards available but no Contract Value indicated on any of them.</p>

Assessment area: Financial management

16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	4	<p>The LG does make bank reconciliation as seen from the cash books. One cash book was reconciled in Jan 5th 2018</p>
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17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	2	<p>The LG makes timely payment to her suppliers as evidenced in the payment during end of year party , requisition was made on 15th /12/2017 CFO, CAO signed the same day and payment was made on 15/12/2017 on VR no 1427</p>
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3. 	3	<p>There is an Internal auditor who prepared the following report</p> <p>1st quarterly report submitted on 2/12/2016</p> <p>2nd quarterly report submitted on 23/03/2017</p> <p>3rd quarterly report submitted on 20th /07/2017</p> <p>4th quarterly report submitted on 25th /09/2017</p>
		<ul style="list-style-type: none"> • Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries: score 2. 	0	<p>The LG provided information to the LGPAC but no evidence of any follow up seen</p>
		<ul style="list-style-type: none"> • Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1 	0	<p>The reports were submitted but no evidence of discussion by the LGPAC</p>

19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	0	<p>The LG does not maintain and up- date the asset register</p>
20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY: • unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0</p>	4	<p>According to the annual auditor general auditor report obtained from the Office of the Auditor General, Amolatar obtained unqualified opinion</p>
Assessment area: Governance, oversight, transparency and accountability				
21	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<p>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</p>	2	<p>Council at its meeting held on 17/11/2016 under Min. COU/21/2016 (b) discussed service delivery issues which included the presentation of LG PAC performance report.</p>
22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2. 	0	<p>No evidence was provided to indicate the designation of a person to coordinate feedback.</p>

23	The LG shares information with citizens (Transparency)	Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2	0	No evidence of payroll and pensioner schedule were found on display at the District Administration notice boards.
	Total maximum 4 points on this Performance Measure	• Evidence that the procurement plan and awarded contracts and amounts are published: score 1	0	No procurement plan and awarded contracts were found on display at the PDU & Administration block noticeboards.
		• Evidence that the LG performance assessment results and implications, are published e.g. on the budget website for the previous year (from budget requirements): score 1.	0	“N/A. The Central Government did not conduct the Annual Performance Assessment for LGs in 2016/17”.
24	The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens Maximum 2 points on this performance measure	• Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1	1	HLG explained guidelines to LLG as evidenced by : o Letter dated 08/02/2017 from CAO to Heads of Department , Sub-County Chiefs, In-charges Health Facilities and Head Teachers providing guidance on attendance to duty and salary payment; o Letter dated 08/10/2016 from CAO to Heads of Department, Sub-County Chiefs, and Town Clerks advising on the 1st Loyal Government Budget Call Circular for Amolatar District FY 2017/18.
		• Evidence that LG during previous FY has conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc..) with the public to provide feed-back on status of activity implementation: score 1.	0	No evidence that the LG during FY 2016/17 conducted discussions with the public was availed.
Assessment area: Social and environmental safeguards				

25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2. 	2	<p>Workplan for 2016/17 included conducting Training of Sub-County TPC on Gender mainstreaming</p> <ul style="list-style-type: none"> Training Report seen on Gender mainstreaming held at Amolatar Town Council on 4th and 5th October 2016 Two activity reports were seen on Mentorship of Community Development Officers at Lower Local Government Levels. The first was dated September – October 2016 and the second was dated 12th – 15th December 2016 A request was seen from the Amolatar District Community Development Officer to the Chief Administrative Officer (CAO) dated 14th December 2017 requesting advance payment of UGX902,200 to enable him conduct mentorship of staff of Councillors in 2 Lower Local governments on Gender mainstreaming. The request was honoured by the CAO but the report on this training was not yet out by the time of this assessment.
		<ul style="list-style-type: none"> Evidence that gender focal point has planned activities for current FY to strengthen women's roles and that more than 90% of previous year's budget for gender activities has been implemented: score 2. 	2	<ul style="list-style-type: none"> Monthly Progress Report seen dated 31st January 2018 where it was reported that quarterly Women Council meetings were held for quarter II FY 2017/18 and issues discussed included IGA projects for the Council and selection of new groups to benefit A talk show was presented on Dokolo FM Radio on Monday 31st July. The Theme was "Awareness on Gender based Violence raised among Community members and all other duty bearers" Out of the UGX24,322,003 budgeted last FY, UGX24,322,003 (100%) was spent on implementing activities.

LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition

Maximum 6 points on this performance measure

• Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 2

2

Screening Reports seen for:

- Rehabilitation of Classroom Block at Nabweyo P7 School. Screening report was undated.

- Screening report for proposed Akwon Market, Akwon Parish, Akwon sub-county. Report dated 20/11/2017.

- Report on compliance of Environmental safeguards. Report submitted on 26/10/2017.

- Screening report on completion of General Ward at Health centre IV. Contractor was Oreyemcan Construction Company Ltd. Report submission was undated.

- Report on Environmental Impact assessment for 08 Boreholes project in Amolatar District. Report submitted on 22/03/2017

• Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1

0

Environmental and social management plans are NOT drawn by the District Environmental Officer. Instead, the Contractor is made to suggest what should be done to mitigate his/her actions! Case seen is of Atimo Construction & DS Limited who drew for the District “ Environmental Mitigation Measures/protection for the Construction of 4 stance Ordinary Latrine at Aburkidi Primary School” Procurement Ref. No: AMOL564/Wrks/2017 – 18/00011. These were then included in the Contract Bid Documents and the Contractor then suggested a BOQ for the work.

		<ul style="list-style-type: none"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	0	<p>Some District establishments have acquired Land titles but many still do not have the required proof of ownership. Out of 9 Health Centres, 3 (Alyecmeda, Amolatar and Biko) have Land Titles. Out of 9 Sub-County headquarters, 5 (Agikdak, Aputi, Arworcek, Awelo, and Agwingiri) have Land titles. Out of the 50 primary schools, only 1 (Agikdak Primary School) has a Land Title. There are other Titles processed for Amolatar district Headquarters and Agwingiri Sub-county headquarters.</p>
		<ul style="list-style-type: none"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer: score 2 	2	<p>Environmental and Social Mitigation Certification signed by the District environment Officer was seen for:</p> <ul style="list-style-type: none"> - TETE-OTIRA Road Construction in Otitatete. Certification Form No. 05 issued on 08 September 2017 - M/S LUWASA technical services (U) Ltd for completion of Administration Block. Certification Form No.028 issued on 18 September 2013 - China geo-Engineering Co. Ltd for drilling, construction and installation of boreholes in Muntu, Agwingiri, Etam and Arwotcek sub-counties. Certification Form No.(Final) issued on 28 Feb. 2012. - Royal Technical Industries Ltd for sitting, drilling and installation of 07 boreholes in Aputi and Muntu sub-counties. Certification Form No.021 issued on 9 August 2012. - Alfayo General Company Ltd for construction of five stance drainable latrine at Bangladesh Primary school. Certification Form No.49 issued on 16 December 2014.



LGPA 2017/18

Educational Performance Measures

Amolatar District

(Vote Code: 564)

Score 62/100 (62%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human Resource Management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4 	4	<p>From the performance contract and staff lists there was evidence for budgeting for at least seven teachers and a head teacher for the 50 public primary school</p> <p>From the list of the 50 public primary schools and teachers in the LG and there was evidence that the LG has deployed a head teacher and at least seven teachers</p>
2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> If 100% score 6 If 80 - 99% score 3 If below 80% score 0 	6	<p>From the performance contract there is evidence that the LG department filled the structure for primary schools with a wage bill</p>
3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	0	<p>Only one position of inspector of schools was substantively filled by the time of inspection. The other person is a head teacher who is a caretaker inspector</p>

4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of Primary Teachers: score 2</p>	2	<p>A recruitment plan for 5 head teachers, 10 deputies and 20 teachers submitted to the HRM for recruitment</p>
		<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of School Inspectors: score 2</p>	0	<p>Recruitment plan for the second inspector of schools had not been submitted by the time of inspection</p>
5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3</p>	0	<p>The district Inspector of Schools (Ecam Nelson) had not been appraised at the time of the assessment.</p>
		<p>Evidence that the LG Education department appraised head teachers during the previous FY. • 90% - 100%: score 3 • 70% - 89%: score 2 • Below 70%: score 0</p>	0	<p>Only 2(5%) out of the 36 substantively appointed head teachers had been appraised by the time of the assessment.</p>
Assessment area: Monitoring and Inspection				

6	<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level, including on school feeding: score 2 	<p>1</p> <p>Guidelines and circulars disseminated include;</p> <ol style="list-style-type: none"> 1. Teacher support supervision in schools. circular dated 30/06/2017 from PS MoES to CAOs and DEOs 2. The school feeding programme policy MoES 2013 3. Education Act 2008 <p>2</p> <p>Department held meetings with the head teachers on 24/02/2017 and disseminated the policy of E-registration of pupils for PLE exams Min:04/01/2017 and meeting on 06/02/2018 where the DEO emphasised the importance of school inspection.</p>
7	<p>The LG Education Department has effectively inspected all private and public primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all private and public primary schools have been inspected at least once per term and reports produced: o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59% score 1 o Below 50% score 0. 	<p>6</p> <p>Inspection of schools was done for private and public primary schools as follows;</p> <p>Term one: Inspection report dated 16/03/2017 where 28/80 schools were inspected 35%</p> <p>Term two: Inspection report dated 20/5/2017 where 74/80 schools were inspected 90%</p> <p>Term three: Inspection report dated 20/11/2017 where 80/80 schools were inspected 100%</p> <p>Average percentage 75%</p>

8	<p>LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	0	Departmental minutes seen dated 22/01/2018 and those for 14/10/2017 did not discuss inspection reports.
		<ul style="list-style-type: none"> Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	2	Acknowledgement for submitted inspection reports by DES dated 16/08/2017 and 07/10/2017 are in place as evidence of submission of reports
		<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up: score 4 	4	Reports discussing inspection recommendations for term three 2017 dated 01/12/2017 was in place. Discussion was on school attendance by pupils and head teachers support supervision as areas that needed for inspection focus.
9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data: o List of schools which are consistent with both EMIS reports and OBT: score 5 	5	The LG department submitted accurate data for the 50 public schools which was consistent with EMIS and OBT
		<p>Evidence that the LG has submitted accurate/consistent data: • Enrolment data for all schools which is consistent with EMIS report and OBT: score 5</p>	5	Consistent enrollment data of the 50 public primary schools was submitted and received by MoES as evidenced by acknowledgement stamp by MoES dated 02/05/2017.

Assessment area: Governance, oversight, transparency and accountability

<p>10</p>	<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc...during the previous FY: score 2 	<p>0</p>	<p>As found from the three sets of minutes provided for the FY 16/17, no consideration was made for Education related issues at the meeting of the Health, Education and Community Based Services Committee held on 7-8 February 2017 under Min. 04/02/2017.</p>
	<p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	<p>2</p>	<p>The Standing Committee for Health, Education and Community Based Services presented to Council the request to approve:</p> <ul style="list-style-type: none"> o At its meeting held on 15/03/2017 under Min. COUN/0802017(a) the request to approve its recommendation for the introduction of a bursary for the girl child. o Allocation of UGX. 70,000,000/= from the renovation of classroom block at Muntu to re-roof classroom block at Abarikori PS.

11	<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO) • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80% schools: score 0</p>	5	<p>The 50 public schools have functional SMCs as evidenced by minutes from the 5 sampled files for five schools below;</p> <ol style="list-style-type: none"> 1. Omara Abek PS which met on 07/03/2017, 20/07/2017 and 23/10/2017 2. Agwenonywal PS which met on 13/04/2017, 17/06/2017 and 13/11/2017 3. Alemere PS which met 15/02/17, 23/10/2017 and 27/10/2017 4. Amolatar PS which met 27/02/2017, 16/06/2017 and 24/11/2017 <p>Aromi PS which met 22/02/2017, 17/06/2017 and 07/10/17</p>
12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<p>• Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3</p>	3	<p>Posting was done on the department notice board and the notice borad of headteachers as evidenced by posting at Amolatar PS, Omara Abek PS and Alemere PS</p>
Assessment area: Procurement and contract management				

13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	0	<p>Submissions of procurement requests was done on 12/09/2017 insted of submission being done by 30th of April</p>
14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<p>The DEO certifies and recommends payment to their suppliers in a timely manner as seen in the payment of the supply of motor cycle by Nile Fishing Company. Requisition was made on 8th /2/2017, DEO certifies on 15th/ 2/2017,CFO and CAO signed on 29th /3/2017 and payment was made on same day on voucher no 0478</p>
Assessment area: Financial management and reporting				
15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>No evidence that the Department submitted the APR FY 16/17 to the Planner was availed. Only records of Q1-Q3 trial balance was provided.</p>

16	<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points o If all queries are not responded to score 0 	0	<p>As per the quarterly internal audit reports of 2016/2017, the sector provided information to the internal audit , the sector had one issue of unaccounted for funds that was not yet resolved</p>
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Assessment area: Social and environmental safeguards

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc...: Score 2 	2	<p>The education department held a workshop for all senior women/men teachers in which their roles were disseminated which included management of hygiene, sanitation and management of adolescence. This was reported by one senior woman teacher Grace Kia of Amolatar primary school</p>
		<ul style="list-style-type: none"> • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	2	<p>Explanation guidelines were disseminated during the training and this is evidenced by special facilities for girls at the schools sampled and visited by the assessment team. In these schools, girls had separate latrines from those of boys, they had bathrooms to use when in their periods, they have resting rooms when in their periods and schools have used UPE funds to buy sanitary towels for girls to use during their periods</p>
		<ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	1	<p>All the SMCs for the 50 schools had a gender composition of a third of the foundation body members being females as required by the education Act 2008</p>

18	<p>LG Education department has ensured that guidelines on environmental management are disseminated</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 3: 	3	<p>Guidelines on environment management are issued by the department as evidenced by a circular by the education department to school head teachers dated 10/09/2016 found at Omara Abek primary school. The circular was instructing head teachers to budget and buy tree seedlings for planting at their respective schools.</p>
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LGPA 2017/18

Health Performance Measures

Amolatar District

(Vote Code: 564)

Score 44/100 (44%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human resource planning and management				
1	<p>LG has substantively recruited primary health workers with a wage bill provision from PHC wage</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health workers with a wage bill provision from PHC wage for the current FY • More than 80% filled: score 6 points, • 60 – 80% - score 3 • Less than 60% filled: score 0</p>	3	76% (127 out of 168) approved positions were filled.
2	<p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p>	4	A recruitment request was received by HRM on 12th July 2017 and had 52 positions.
3	<p>The LG Health department has ensured that performance appraisal for health facility in charge is conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the health facility in-charge have been appraised during the previous FY: o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0</p>	8	All the 11 (100%) In-charges had been appraised at the time of the assessment (Ref. staff personal files).

4	<p>The Local Government Health department has equitably deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Health department has deployed health workers equitably, in line with the lists submitted with the budget for the current FY: score 4 	0	<p>The deployment list differed from the PBS list. For example; the deployment list had 48 staff for Amolatar HCIV yet the PBS list had 40 while Alyecmeda HCII had 4 staff deployed as opposed to 2 on the PBS list.</p>
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Assessment area: Monitoring and Supervision

5	<p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	3	<p>There were delivery notes for two guidelines as reflected by:</p> <ul style="list-style-type: none"> Guideline on “Local government planning management of medicines and health supplies at health facilities” received by 7 in-charges on 15th July 2016. Guideline on Uganda Public Health Service Protocols, revised 1st Edition May 2016, received by 8 in-charges on 15th July 2016.
		<ul style="list-style-type: none"> Evidence that the DHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	0	<p>There was no evidence of a meeting between the DHO and In-charges where guidelines, policies and circulars were explained. Minutes availed did not reflect such explanation.</p>

6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3</p>	3	<p>100% (Amolatar HCIV, the only one in the district) was supervised as reflected in the supervision log book on 15th September 2016.</p>
		<p>Evidence that DHT has supervised lower level health facilities within the previous FY: • If 100% supervised: score 3 points • 80 - 99% of the health facilities: score 2 • 60 - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0</p>	1	<p>69% (9 out of 13) lower facilities were supervised by the DHT as seen from supervision reports for; fourth, third and first quarters; and the report of the second quarter integrated support supervision, conducted from 5th to 7th December 2016.</p>
7	<p>The Health Sub-district(s) have effectively provided support supervision to lower level health units</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that health facilities have been supervised by HSD and reports produced: • If 100% supervised score 6 points • 80 - 99% of the health facilities: score 4 • 60 - 79% of the health facilities: score 2 • Less than 60% of the health facilities: score 0</p>	6	<p>100% (11 government facilities and 2 PNFPs) were supervised as indicated in the supervision report dated 20th June 2017.</p>
8	<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<p>• Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4</p>	0	<p>No evidence was presented since the minutes provided did not reflect discussion of supervision reports.</p>
		<p>• Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6</p>	0	<p>No evidence of follow up of recommendations and undertaking specific actions was provided in minutes.</p>

9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data regarding: o List of health facilities which are consistent with both HMIS reports and OBT: score 10 	10	<ul style="list-style-type: none"> There was consistency in PBS and HMIS data. The PBS list had 11 health facilities that were also presented in HMIS105 reports. The 6 extra facilities that appeared in HMIS105 reports were well known by the DHO's office and genuinely missed on the PBS since; 4 had been deactivated and 2 were Private Not for Profit (PNFP) and did receive PHC funds.
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Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	2	<p>At the meeting of the Health, Education and Community Based Services Committee held on 7-8 February 2017 under Min. 04/02/2017, issues relating to health services delivery were considered namely: request to upgrade HC IIs to HC IIIs; increased cases of hepatitis B at Etam HC III and staff shortage at Amolatar HC IV.</p>
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• Evidence that the health sector committee has presented issues that require approval to Council: score 2

0

No evidence found from the reviewed Council Minutes as shown below:

o 30/05/2017(provision of clarification on allocation of funds to HCs)

o 15/03/2017(sector report found incomplete & inconsistent);

o 17/11/2016(no presentation from health department was made as only works and production departments made reports).

11	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 5 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> • If 100% of randomly sampled facilities: score 5 • If 80-99% : score 3 • If 70-79%: : score 1 • If less than 70%: score 0 	0	<p>.Only 20% (1 out of 5) of sampled HUMCs were active. They discussed various issues including; budgetary; work plans; human resource and attendance. The meetings for the sampled HUMCs include:</p> <ul style="list-style-type: none"> • Aputi HCIII HUMC met twice on; 18th August 2016; 20th December 2016; and 28th July 2017. Met in July due to late release of funds. • Anamwany HCII HUMC met on; 11th October 2016; 21st November 2016; and 16th June 2017. • Alyecmeda HCII HUMC met on; 27th July 2016; 24th March 2017; 1st January 2017; 4th April 2017; and 7th July 2017. • Amolatar HCIV HUMC met on; 1st June 2017; 1st March 2017; and 14th December 2016.
12	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 3 	0	<p>There was no list of health facilities with PHC non-wage figures pinned on the notice boards.</p>
Assessment area: Procurement and contract management				

13	<p>The LG Health department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 	0	<p>The procurement request was submitted on 6th September 2017, which was beyond the deadline.</p>
		<p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p>	2	<p>Forms PP1 were submitted on; 6th September 2017 including; computer supplies and information technology; maintenance of buildings; and installation of water tanks.</p>
14	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time: • 100% - score 8 • 70-99% – score 4 • Below 70% - score 0 	0	<p>There was no evidence of timely submission since the procurement plan was not stamped as received by NMS.</p>

15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points 	2	<p>The DHO certifies payment for the suppliers in a timely manner as seen in the payment for the completion of General Ward Amolatar Health Centre IV by Oryem CAN Co ltd</p> <p>Requisition was made on 10th April 2017, DHO certified on 13th /April/2017 ,Engineer on 12/April/2017 CFO and CAO signed on 12/April/2017 and payment was made on 13/04/2017 on VR 06440</p>
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Assessment area: Financial management and reporting

16	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>No evidence that the Department submitted the APR FY 16/17 to the Planner was availed. Only records of Q1-Q3 trial balance was provided.</p>
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17	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year • If sector has no audit query score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points • If all queries are not responded to score 0</p>	0	<p>As per the quarterly internal audit reports , the sector provided information to the internal audit and the sector has 8 issues and these issues are not yet discussed by the LGPAC</p>
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Assessment area: Social and environmental safeguards

18	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2 	0	<p>All the 4 sampled facilities did not meet the gender requirement of one third . For example:</p> <ul style="list-style-type: none"> • Awonangiro HCII HUMC had 20% (1 female out of 5 members); • Acii HCII HUMC had 20% (1 female out of 5 members); and • Namasale HCIII HUMC had 14% (1 female out of 7 members).
		<ul style="list-style-type: none"> • Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2 	0	<p>There was no evidence of issuance of guidelines on how to manage sanitation in health facilities.</p>
19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<ul style="list-style-type: none"> • Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points. 	0	<p>There was no evidence of issuance of guidelines on medical waste management. They were not available at facilities and no acknowledgement list was provided.</p>



LGPA 2017/18

Water & Environment Performance Measures

Amolatar District

(Vote Code: 564)

Score 63/100 (63%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: score 10 	10	<ul style="list-style-type: none"> Sub-counties with safe water coverage below the district average of 66% which were targeted in the AWP 2017/18 are: <p>Alobokwe in Namasale s/c (54%), Atabu bale in Arwotcek s/c (72%), Adita C in Akwong s/c (64%), Okwor in Etam s/c (64%), Aburkot cell in Amolatar Tc (40%)</p> <p>Planned Drilling 5 boreholes, rehabilitation of 10– under DWSCG.</p>
2	<p>The LG Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY: score 15 	15	<p>Evidence seen in AWP 2016/17 , page 2 of the narrative shows district coverage of 74%.The villages where implementation was done include Apum village (in Akwon s/c 68%), Oturrao A (in Agikdak s/c 92%), Akaidebe A in Agwingiri s/c 67%, Abongoolo in Arwotcek s/c 61%, Acanolola in Etam s/c 68%, Amai in Aputi s/c with 72%, Odeyedo in Awelo S/c 53%.</p>
Assessment area: Monitoring and Supervision				

3	<p>The LG Water department carries out monthly monitoring and supervision of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the LG Water department has monitored each of WSS facilities at least annually. • If more than 95% of the WSS facilities monitored: score 15 • 80 - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60 - 69% monitored: score 5 • 50 - 59%: score 3 • Less than 50% of WSS facilities monitored -score 0</p>	15	<p>Evidence of supervision report dated 7th march 2017, from Asst Water Officer to CAO through DWO show details of supervision activities of rehabilitation of 15 boreholes in 15 villages.</p> <p>Evidence of supervision report for 8 borehole drilling facilities , dated 7th March 2017 from DWO to CAO.</p> <p>Evidence of progress report of 8 boreholes dated 22nd feb 2017, from Asst DWO to CAO, through DWO</p>
4	<p>The LG Water department has submitted accurate/consistent reports/data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<p>• Evidence that the LG has submitted accurate/consistent data for the current FY: o List of water facility which are consistent in both sector MIS reports and OBT: score 10</p>	0	<p>• Not Consistent. The district data submission is not consistent with the Ministry MIS and OBT. For example, in 2017/18 use of PBS is in place</p>
Assessment area: Procurement and contract management				

5	<p>The LG Water department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	0	<ul style="list-style-type: none"> Evidence of Procurement request not seen
6	<p>The DWO has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If the DWO prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	0	<ul style="list-style-type: none"> Evidence of contract management plan not seen
		<ul style="list-style-type: none"> If water and sanitation facilities constructed as per design(s): score 2 	2	<p>Evidence of final supervision report from M/S PMP holdings, dated 27th/April 2017 completion report for LHM GROUND WATER EXPLORATION SERVICES, has design details</p>
		<ul style="list-style-type: none"> If contractor handed over all completed WSS facilities: score 2 	2	<p>evidenced DWO, DE and CAO reports</p>
		<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	0	<p>non</p>

7	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<p>The DWO certifies and recommends for payment of their suppliers as seen in payment for drilling and installation of 8boreholes by the E.Africa Borehole Ltd</p> <p>DWO certified on 9/2/2017, District Engineer on 15/2/2017 CFO certified on 15th /2/2017 and payment was made on 15/2/2017 on VR 024</p>
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Assessment area: Financial management and reporting

8	<p>The LG Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	0	<p>No evidence that the Department submitted the APR FY 16/17 to the Planner was availed. Only records of Q1-Q3 trial balance was provided.</p>
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9	<p>LG Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 5 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	0	<p>As per the internal audit reports of 2016/2017 , the sector provided information to the internal audit and the sector had 12 issues and not all these issues were resolved</p>
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Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	3	<p>At the meeting of the Works, Finance, Planning and Administration Committee held on 7-8 February 2017 under Min. 06/02/2017, issues relating to water services delivery were considered through the presentation of the FY 2016/17 quarter 2 report.</p>
		<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	0	<p>No evidence found from the reviewed Council Minutes as shown below:</p> <ul style="list-style-type: none"> o 30/05/2017(updates on investment areas for budget approval). o 15/03/2017(only roads issues discussed); and o 17/11/2016(only update on delay of rehabilitation of boreholes due to administrative injunction).
11	<p>The LG Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2 	2	<p>Displays of releases are made on notice boards for the quarter, until the next quarter, with other releases</p>

		<ul style="list-style-type: none"> • All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	2	<ul style="list-style-type: none"> • Engravement seen for boreholes done on apron. Example of Information seen . :- New borehole Village: Acan olola DWD No.66193 Date: 21st march 2017 Funding ::PAF FY: 16/17 Contractor: East Africa Boreholes Ltd Village: Abongolo DWD No.66194 Date: 21st march 2017 Funding ::PAF FY: 16/17 Contractor: East Africa Boreholes Ltd
		<ul style="list-style-type: none"> • Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	0	Contract sum missing
12	Participation of communities in WSS programmes Maximum 3 points for this performance measure	<ul style="list-style-type: none"> • If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	1	<ul style="list-style-type: none"> • Communities apply to the subcounties. Evidence of applications from the communities, eg letter from Agikdak seed secondary school, dated 17th oct 2017 to CAO through DEO. • LETTER from Akoplokeki village, dated 17th dec 2017 to CAO through DWO

		<ul style="list-style-type: none"> • Number of water supply facilities with WSCs that are functioning evidenced by collection of O&M funds and carrying out preventive maintenance and minor repairs, for the current FY: score 2 	0	non
Assessment area: Social and environmental safeguards				
13	<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	2	evidence seen
		<ul style="list-style-type: none"> • Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	0	No evidence seen of environmental management follow-up
		<ul style="list-style-type: none"> • Evidence that construction and supervision contracts have clause on environmental protection: score 1 	0	No evidence seen
14	<p>The LG Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If at least 50% WSCs are women as per the sector critical requirements: score 3 	3	<ul style="list-style-type: none"> • Evidence from a training report, dated 13th Jan 2018, shows out of 9, 5 were women for all the five water sources • Mobilisation and Training report of 14th Oct 2016, shows 9 members, 5 were women • A mobilisation and sensitisation report oct 2015, 5 women out of 9. • The treasurers are all women
15	<p>Gender- and special-needs sensitive sanitation facilities in public places/RGCs.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	3	latrines with separate stances for men, women and ramp for disabled