



## LGPA 2017/18

Accountability Requirements

Bugiri District

(Vote Code: 504)

Assessment	Compliant	%
Yes	2	33%
No	4	67%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
<p>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.</p>	xxx	<p>No, the LG Annual Performance Contract for the FY 2017/2018 was not submitted by 30th June according to the required evidence from MoFPED.</p> <p>Refer to 'Acknowledgement Receipt of Submission of Budget Documents' serial number 4063 dated 7th Aug 2017.</p> <p>Note: the Contract was signed and dated by the CAO on 13th July 2017, and signed and dated by the PSST on 26th July 2017.</p>	No
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).</p>	xxxxxx	<p>No, there is no evidence to indicate that the Performance Contract/ Budget includes a copy of the Procurement Plan.</p>	No
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)

XXXXX

No, Bugiri DLG did not submit her annual performance report on 31st July 2017.

The Annual performance Report for the period FY 2016/2017 was submitted on 18th Aug 2017 to MoFPED as per the 'Acknowledgement Receipt of Submission of Budget Documents,' serial number 4562.

No

LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)

xxxxxx

No. While the FY 2016/2017 performance report was submitted and included all the four quarters, quarter four report was submitted late after 31st July

Refer to Quarter 1 Report submitted on 21st November 2016 to MoFPED as per accountability submitted to the CFO for travel facilitation to the planner to print and deliver the report to MoFPED.

Refer to Quarter 2 Report submitted on 28th Feb 2017 to MoFPED as per the OPM dated stamp on the cover letter of the submission.

Refer to Quarter 3 Report submitted on 6th June 2017 as per the 'Acknowledgement Receipt of Submission of Budget Documents,' number 0648

Refer to Quarter 4 Report submitted on 18th Aug 2017 to MoFPED as per the 'Acknowledgement Receipt of Submission of Budget Documents,' serial number 4562

No

<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>XXXXX</p>	<p>The Accounting officer responded to all issues raised in the Internal Audit Report in a report to the Internal Auditor General Ref. No. CR/250/5 submitted on 23rd March 2017.</p> <p>This response was received and registered in the office of the Internal Auditor General on 27th March 2017</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>XXXXX</p>	<ul style="list-style-type: none"> <li>The LG received an unqualified audit opinion. This was verified from the District audited financial statement for FY 2016/17 that was obtained at the Office of the Auditor General</li> </ul>	<p>Yes</p>



## **LGPA 2017/18**

Crosscutting Performance Measures

Bugiri District

(Vote Code: 504)

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"> <li>• A functional Physical Planning Committee in place that considers new investments on time: score 2.</li> </ul>	0	<p>No, while the DLG has a Physical Planning Committee which was set up in 2017 when the eleven members were appointed, it is not functional. The committee is missing two persons namely the Architect and Physical Planner from the private practise.</p> <p>Also the sampled land applications were not reviewed within the 28 days.</p> <p>Refer to official letter written by the CAO on 22nd Aug 2017 Ref Number CR/214/1 written to all member who should form part of the Committee as per the Physical Planning Act 2010. To - date the Committee has sate four times.</p> <p>The DLG has a Building Plan Registration Book which was opened in Sept 2017. The committee has plans to meet once each month and also conduct one inspection visit.</p> <p>For examples of applications reviewed and duration of application review, refer to:</p> <p>Sample 1. Application made by Budhaya Farmers Marketing Cooperative Society on 8th Sept 2017 SN 001. The application was submitted to the Committee on 4TH October 2017 under Minute MIN: BDPPC/05(01)/10/2017 where application was approved. Review turnaround time was 18 days.</p> <p>Sample 2. Application made by Bethel Healing Centre Church on 26th Sept 2017 SN 002. The application was submitted to the Committee on 4TH October 2017 under Minute MIN: BDPPC/05(02)/10/2017 where application was approved. Review turnaround time was 6 days.</p> <p>Sample 3: Application made by Kalyango Children's Kidukilo School on 7th July 2017 SN 004. The application was submitted to the Committee on 4TH October 2017 under Minute MIN: BDPPC/05(a) (i)/10/2017 where application was deferred. Review turnaround time was more than 40 days. NB: This</p>

		<p>application was submitted before the Committee was created.</p> <p>Sample 4. Application made by Mukwaya Gideon on 5th August 2017 SN 003. The application was submitted to the Committee on 4TH October 2017 under Minute MIN: BDPPC/05(a) (ii)/10/2017 where application was deferred. Review turnaround time was more than 40 days. NOTE: A review of the calendar indicates that 5th Aug was a Saturday which make one doubt the authenticity of the entries made.</p> <p>Sample 5. Application made by ATC Uganda Limited on 7th November 2017 SN 007. The application was submitted to the Committee on 21st November 2017 under Minute MIN: BDPPC/16(a)/11)/10/2017 where application was approved. Review turnaround time was 10 days.</p>
<ul style="list-style-type: none"> <li>• All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2.</li> </ul>	0	<p>No, there is no evidence that all new infrastructures with approved plans were built according with the approved plans.</p> <p>While the committee and the office of the District Engineer have been making site visits to verify compliance, they have not been developing reports.</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

• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.

2

Yes, there is evidence that the priorities in the AWP for the current FY were based on the outcomes of the budget conference for FY 2017/2018.

Note: The Budget Conference was held on 15th November 2016 as per budget conference file submitted. This file contains the conference agenda and invite, attendance, annexes from each department which detailed the performance of the last FY, as well as the planned activities and investments of FY 2017/2018.

For example one sampled priority development investments for Bugiri DLG discussed during the Conference within the Education Sector was the improvement of sanitation and hygiene through the construction of 5 stance pit latrine in 3 primary schools.

Refer to page three of the Annex submission for Education by the District Education Officer. This same activity was planned for in the FY 2017/2018 under Education Work Plan details where 5 stance pit latrines were planned for in 3 schools

• 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.

2

Yes, there is evidence that indicates that the capital investments in the Budget Framework Paper for FY 2017/2018 were derived from the DDP.

For example a review of the Bugiri DDP Page 1xxxviii to 1xxxix under the development priorities for Production and Marketing has planned activities e.g. under fisheries, pest control, and value addition in markets that are closely linked to the planned outputs under the Work Plan details for the FY 2017/2018 AWP under the Production and Marketing.

Note: The AWP and Budget for the FY 2017/2018 for Bugiri DLG was approved by the DLG Council at a council meeting held 25TH May 2017 under Minute 51/BDL/2017

		<ul style="list-style-type: none"> <li>• Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1.</li> </ul>	0	<p>There is no evidence to indicate that the project profiles for investments have been developed and discussed with the TPC for the FY 2017/2018 as per the LG Planning Guidelines.</p> <p>There were only 7 project profiles viewed in the DDP and these were for the period FY 2015/2016.</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"> <li>• 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.</li> </ul>	0	<p>No, there is no evidence that a final approved statistical abstract for FY 2016/2017 was developed for Bugiri DLG and that it contains gender disaggregated data. The document reviewed is the draft Statistical Abstract and is incomplete.</p> <p>Refer to the following pages to review insufficient quantitative tabular data and qualitative data xi, xii, xiii, 8, 9, 10, 12, 13, 17, 18, 25, 39, 40, 41 and 42.</p> <p>There is evidence however that the draft Statistical abstract was compiled and discussed with TPC. Refer to meeting held 27th Oct 2016 under Minute 04/Exp TPC/2016.</p>

4

Investment activities in the previous FY were implemented as per AWP.

Maximum 6 points on this performance measure.

• 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

2

Yes there is evidence to indicate that the infrastructural projects implemented by Bugiri DLG in FY 2016/2017 were derived from the Annual Work plan for FY 2016/2017.

For samples on the linkage refer to Page 96 of the FY 2016/2017 LG Performance report under Production and Marketing where 19 fish ponds were constructed and maintained.

Construction of 19 fish ponds was planned for in the AWP for FY2016/2017 on Page 3 of the Production and Marketing Work Plan details under Output of Fisheries Regulation.

Also refer to Page 121 of the FY 2016/2017 LG Performance report under Water where 30 bore holes were rehabilitated and made functional again.

Rehabilitation and renewed functionality of 30 bore holes was planned for in the AWP for FY2016/2017 on Page 3 of the Water Work Plan details under Output of Bore Holes Drilling and Rehabilitation.

Note: The AWP and Budget for the FY 2016/2017 for Bugiri DLG was approved by the Bugiri DLG Council at a council meeting held 11TH May 2016 under Minute FC04/04/2016

		<ul style="list-style-type: none"> <li>• Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0</li> </ul>	2	<p>Yes, data reviewed indicates that the investment projects implemented in FY 2016/2017 were completed as per the FY work plan.</p> <p>A review of the Highlights of Revenue and Expenditure in the 11 departments for the FY 2016/2017 of the Annual Performance report indicates 90.3% cumulative annual average absorption under the Domestic Development, and Donor Development grant.</p> <p>Refer to pages 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 27, 28 of the 2016/2017 Annual Performance Report.</p> <p>The main reasons for discrepancies in the implementation of investment projects were poor performance of the transitional development grant under the Health sector, delays in payment from donors, as well as reduced contribution from LR to planned projects. (Refer to Page 14 and 27.)</p>
5	<p>The LG has executed the budget for construction of investment projects and O&amp;M for all major infrastructure projects and assets during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2</li> </ul>	2	<p>Yes, data reviewed indicates that investment projects in the previous FY were completed within the approved Budget – plus or minus 15%.</p> <p>A review of the Annual Performance Report for the FY 2016/2017 under the tabular Highlights of the Revenue and Expenditure of the 11 departments indicates a cumulative absorption rate of 90% which is a cumulative variance of 10% below the budget for total expenditures under Domestic Development Expenditures and Donor Development Expenditures specifically.</p> <p>To review the data used to calculate the percentage of total expenditure in comparison to the approved Budget refer to pages 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 27, 28 of the 2016/2017 Annual Performance Report.</p>

		<ul style="list-style-type: none"> <li>Evidence that the LG has budgeted and spent at least 80% of O&amp;M budget for infrastructure in the previous FY: score 2</li> </ul>	2	<p>Yes, the DLG has budgeted and spent at least 80% of the O and M budget on infrastructure. A review of the tabular Cumulative Department Work plan Performance for the FY 2016/2017 indicates that the O and M expenditure for the O and M activities identified was absorbed up to an average of 94.8%.</p> <p>For example refer to Page 76 under Administration for Maintenance of Machinery, Equipment and Furniture which was utilized by up to 23.5%.</p> <p>Refer to Page 76 again under Administration for Maintenance of Machinery Civil which was utilized by up to 112.6%.</p> <p>Refer to Page 115 under Roads and Engineering, Budget for periodic maintenance of LG roads which was utilized by up to 100%.</p> <p>Refer to Page 117 under Roads and Engineering, Budget for periodic maintenance of LG roads which was utilized by up to 99.3%.</p> <p>Refer again to Page 124 under Water for Rehabilitation of Deep Boreholes which was utilized by up to 100%.</p>
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Assessment area: Human Resource Management

6	<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2</li> </ul>	0	<p>On 2/11/17, the CAO submitted a performance assessment analysis for FY 2016/17 for heads of departments to the PS-MoPS. According to the report (7) out of the (10) HoDs who signed performance agreements for FY 2016/17 were assessed. However, there was no evidence of annual performance reports on file for (7) HoDs who were assessed. The only appraisal report seen was that of the Ag.DNRO who was last appraised on 14/8/2014 for FY 2013/14</p>
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		<ul style="list-style-type: none"> <li>Evidence that the LG has filled all HoDs positions substantively: score 3</li> </ul>	0	<p>There are (9) heads of departments (HoDs) as per the structure. #7 out of (9) HoD positions are substantively filled as per the approved structure and this was confirmed through the review of personnel files. They include: D/CAO, CFO, DPO, and Clerk to Council, DEO, DCDO, and DHO. However the positions of District Engineer and DNRO are not substantively filled. It was noted that the district advertised externally but failed to attract suitable candidates for both positions.</p>
7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>Evidence that 100 percent of staff submitted for recruitment have been considered: score 2</li> </ul>	0	<p>In FY2016/17, a total of (76) posts were submitted to DSC for filling by the CAO as evidenced by a number of submission letters dated (19/1/17, 2/5/17, 28/10/16, 17/10/16, 29/12/16, 23/5/17, 18/5/17 and 15/4/16). The review of the BDSC minutes revealed that (70) out of (76) posts were considered. Refer to the minutes of 218th, 220th, 222nd, 225th, 226th, 227th, and 228th meetings of BDSC held between 28/10/16 and 23/5/17. It was also noted that information on submission for recruitments in the HRM/D and DSC do not tally partly due to poor filing system</p>
		<ul style="list-style-type: none"> <li>Evidence that 100 percent of staff submitted for confirmation have been considered: score 1</li> </ul>	0	<p>In FY 2016/17, a total of (74) LG staff were recommended for confirmation by the CAO to DSC as per submission letters at the DSC dated 31/3/17, 4/4/17, 24/4/17, 23/11/16, 14/2/17, 3/10/16, etc. The review of the BDSC minutes confirmed that (71) cases of confirmation were considered as per the DSC minutes cited below: • Minutes of the 219th meeting of BDSC held on 10/11/16 under Min. BDSC/570/2016 • Addendum to the Minutes of the 225th meeting held on 3/3/17 dated 7/3/17 under Min. BDSC/650-653/2017; Min. BDSC/665-668/2017 • Minutes of the 227th meeting of BDSC held on 9/5/17 under Min. BDSC/711-16/2017</p>

		<ul style="list-style-type: none"> <li>• Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1</li> </ul>	1	<p>In FY 2016/17, the CAO submitted (2) cases of disciplinary action to DSC as per the letters dated 17/10/16 and 2/2/17. The DSC considered all the (2) cases as per the DSC minutes below:</p> <ul style="list-style-type: none"> <li>• Addendum to the minutes of the 225th meeting of the BDSC held on 3/3/17 dated 7/3/17 under Min. BDSC/655/2017</li> <li>• Minutes of the 219th meeting of the BDSC held on 10/11/16 under Min. BDSC/589/2016</li> </ul>
8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	0	<p>No. From the review of the list of summary of cases captured on the payroll in FY 2016/17 dated 16/6/17, it was found that (9) out of (93) LG staff recruited in FY 2016/17, did not access the salary payroll within 2 months after appointment. Examples</p> <ul style="list-style-type: none"> <li>• (2) LG staff appointed on 20/3/17 and accessed the salary payroll in June 2017 (IPPS numbers:1009608)</li> <li>• (2) LG staff appointed on 1/3/16 and accessed the salary payroll in June 2017 (IPPS no.1009608) etc. Failure to access the payroll on time was attributed to delayed issuance of posting instructions, etc. The percentage of staff that accessed the salary payroll within the timeframe of 2 two months after appointment was about 90%</li> </ul>
		<ul style="list-style-type: none"> <li>• 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</li> </ul>	0	<p>From the district list of pensioners who retired in FY 2016/17 dated 2/1/18 and signed by CAO (ref.CR/163/3), it was found that all the (9) LG staff who retired in FY 2016/17 did not access the pension payroll within two months after retirement. Refer to IPPS nos. of the pensioners for evidence: 848536, 701579, 743826, 744077, 701483, 700737, 700715, 744136 and 743767</p>
Assessment area: Revenue Mobilization				

9	<p>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)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• If increase in OSR from previous FY but one to previous FY is more than 10% : score 4 points</li> <li>• If the increase is from 5 -10% : score 2 point</li> <li>• If the increase is less than 5% : score 0 points.</li> </ul>	0	<ul style="list-style-type: none"> <li>• From the review of the annual final accounts for FY 2016/17 and 2015/16 it was found out that t\he LG increased its revenue collections by 2% from UGX 194,476,662/= that was collected in 2015/16 to UGX 197,555,737/= that was collected in 2016/17.</li> <li>• This was below the percentages provided for the LG to attain a score.</li> </ul>
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"> <li>• 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.</li> </ul>	0	<p>From the review of 2016/17 budget, it was found out that the District had budgeted to collect UGX 250,000,000/= in FY 2016/17. However from the review of 2016/17 final accounts it was found out that by the end of the Financial year it had only collected UGX 197,555,737/= hence realizing a budget collection ration of -21% which is above the allowable percentages.</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"> <li>• Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2</li> </ul>	0	<p>In 2016/17 the LG collected UGX 86,836,250/= and of this it remitted UGX 31,660,000 to the LLG which is 36%.</p> <p>This is lower than what is provided for in the legislation.</p> <p>The reason given for this by the LG staff was that LG remits where somebody resides not necessarily to the LLG within the District some officers reside in the neighbouring districts where the remittances was done</p>



		<ul style="list-style-type: none"> <li>Evidence that the LG is not using more than 20% of OSR on council activities: score 2</li> </ul>	0	<p>In 2016/17 UGX 92,494,000 of the LG local revenue was spent to facilitate Council activities. This was 47% of the local revenue collected in FY 2015/16.</p> <p>However the Chief Finance Officer explained that the LG uses portion of the Unconditional grant to top up on the local revenue while paying for Councillor's allowances and emoluments (as part of the Graduated tax compensation component) for example in the budgeting figure for 2018/19 the following formula has been used;</p> <p>190,783,850 (projected local revenue) * 20% = 38,156,770</p> <p>313,277,194 (projection from the unconditional grant) *20% = 62,655,438</p> <p>The total budgeted allocation for council expenditure in 2018/19 is therefore UGX 100,812,208/=</p>
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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"> <li>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</li> </ul>	2	<p>Yes there was evidence of assignment of duties of Senior Procurement Officer dated 2nd January 2011 signed by CAO Sande Kyomya Christopher at the time of assessment the SPO was away on maternity and annual leave.</p> <p>There was also an appointment of SPO under Min BDSC 139/2012 dated May 14th 2012 signed by CAO, Kayise Chrizestom.</p> <p>Secondly, there was evidence of an appointment of a Procurement Officer under Min No. BDSC 695/2017 dated 3rd April 2017 signed by CAO Ouma Stephen</p> <p>.</p>
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• Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1

1

Yes, Bugiri DLG had evidence that the Technical Evaluation Committee (TEC) produced reports as well as on LG PP Form 12(C) in the action files.

- There was a TEC report of September 2016 covering bid responses for 22 revenue collection centres. The 3 TEC members duly signed

Other sampled TEC reports were;

- for supply of reinforced concrete culverts and construction of 5 stance pit latrine, for Bugubu HC, Kayango Pr. Sch .
- Supply of borehole spare parts Lot 1 and 2
- Consultancy services for sitting and drilling supervision for 8 boreholes Lot 1 and 2
- Construction of a 4 Stance lined pit latrine with urinal at Muwayo Town Board

The above were submitted to DCC with evidence from the DCC sets of minutes for FY17/18 as below;

? DCC of 24th October under Min. DCC/04(a)/2017 for lot 1

? DCC of 24th October under Min. DCC/04(b)/2017 for lot 2

? DCC of 24th October under Min. DCC/04(c)/2017 for Bugubo HC II 5 stance latrine

? DCC of 24th October under Min. DCC/04(d)/2017 for Kayango P/s under DDEG

? DCC of 24th October under Min. DCC/04(e)/2017 for lot 1

? DCC of 24th October under Min. DCC/04(f)/2017 for lot 2

This was rather not okay since the submission were missing from the 5 sets of minutes of 2016/17 but were nonetheless submitted in 2017/18.

		<ul style="list-style-type: none"> <li>• Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1</li> </ul>	1	<p>There was evidence of that the TEC recommendations were upheld by the DCC as evidenced by</p> <ul style="list-style-type: none"> <li>• BUGI 504/wrks/16-17/00002 awarded to M/s LHM Ground water Exploration and Geo mapping services at 33.000,000 on page 13 was approved as per DCC decision on Form 20 signed by SPO on 14/102016</li> <li>• Supply of 120 three seater desks under DDEG at 15,600,000 approved by TEC on 3/11/2016 and DCC under Min/DCC/4(xi)2016 though not signed</li> <li>• Supply of tree seedlings for Budhaya sub county at 1,000,000shs was recommended on 3/11/2016 it was upheld under Min/DCC/4/(XVII)2016 by DCC</li> <li>• 504/BUGI/WKS/16-17/00049 recommended for M/s Jhany Investments at 68,467,000/= was upheld by DCC under min DCC/4(II)/2016</li> </ul> <p>The officer alluded to the fact but also the files checked had no deviations between TEC recommendations and DCC decisions.</p>
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"> <li>• a) Evidence that the</li> </ul>		<p>Yes, the Procurement Plan for 2017/18 signed by CAO Samuel Ruhweza Kaija on 4th December 2017 and submitted to PPDA on 11th Dec 2017 contained procurements BUGI/WKS17-18/00001 up to 00090 comprising roads under Force account with funds for URF, under water sector with funds from DWSCG,SFG and PHC.</p> <p>In the AWP and Budget for 2017/18 as signed by chairperson and CAO on 5th September 2017.</p> <ul style="list-style-type: none"> <li>• On page 2 of Health work plan details was a plan for one pit latrine at Bubugo HC II under DDEG</li> <li>• Completion of staff houses at Budhaya and Maziriga HCII on page 10.</li> <li>• OPD and other ward construction and staff houses in Nankoma Town Board on page 16 as examples.</li> </ul> <p>Education Work plan Details;</p> <ul style="list-style-type: none"> <li>• On page one is 4 two classroom b locks at</li> </ul>

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

Budhaya, Buluguyi, Bugoyozi and Bugubo Primary schools

- On page 2 – construction of five ,5-stance latrines at Kayango, Katala, Namayemba , Kimbale, Butema and Wanenga and others some of which were rolled over.
- On pages 6-7 are Furniture and classroom construction at Maziriga Pr.Sch
- Latrine construction/rehabilitation at Bulesa P/s and several latrines on page 11.

Roads and engineering work plan details on pages 2 -4 were several road projects under force on account

Under water work plan details on pages 1-3 are water projects in the AWP and budget of 2017/18.

Secondly, there was also evidence that the LG made procurements in previous FY as;

- Quarter 1- there was emergency works on construction of a chain link fence for the grader under force on account awarded 18th August 2016 at 8,551,130/= certified by CAO Rwanguha on 24th 11/2016. This was submitted to PPDA as qtr 1 report on 29/11/2016. It was project 504 BUGI/WKS/ 16-17 0045 costing 18,000,000/= In the Annual Procurement Plan2016-17
- Road projects 504/BUGI/WKS/16-17/0005 UP TO 00044 were not reported in the quarterly reports as a force account.

14

The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.

Maximum 6 points on this performance measure

• For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2

2

Yes, there was evidence by the first advert which was out in New Vision of Friday, 5th May 2017 with a bid closing date of 26th May 2017. Implicitly the bid documents should have been ready for the bidders. This advert catered for pre-qualifications and management of revenue sources

The advert for procurement Notice 2 was in the Daily Monitor of 31st May 2017 with a bid closing date of 21st June, 2017. Several service provider tendered their bids for example

- Maa Technologies submitted on 20/6/2017
- Icon submitted on 21st June 2017 implying that the bids were ready for the bidders before 30th August.

However, due to delays in availability of funds there were other standard bid documents issued on 22nd September 2017 for supplies of reinforced concrete culverts and services including hire of road construction equipment. These are framework in nature.

• For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2

0

No, there was no evidence of an updated contract register for the previous FY. The Officer reported that it was locked up in a cabinet by the SPO who was away on official leave in Jinja. The Procurement Officer therefore could not access the office file cabinet.

There were 32 files (maroon) seen containing procurements for FY 2016/17

Samples were;

- 504/BUGI/Wks/16-17/00047 Construction of a 2 classroom block at Bugoyozi P/s which contained all the bid process documents but lacked a contract manager appointment letter , supervision /manager on file as well as the reports . nor a payment certificate. The Procurement Officer informed the assessor that they are kept with the Finance department or education with no copy in the action file.

- 504/BUGI/Wks/16-17/00049 Construction of a 2 classroom block at Bugubo P/s. The letter appointing contract supervisors was kept on this one file, the supervisors reports were not on file, nor interim payment certificates.

- 504/BUGI/Wks/16-17/00087 Installation of lighting arrestors in Maziriga HC III and s/c headquarters had supervisor appointments but no reports on file.

- 504/BUGI/Wks/16-17/00046 Construction of a 2 classroom block and a 5 stance lined VIP at Namayemba P/s had no payments , nor a supervisor report.

- 504/BUGI/Wks/16-17/00001 sitting and drilling supervision of 11 deep bore holes Lot 2 by LHM ground water had no supervisors report

The Officer reported that the reports are attached to the payments and kept by Finance department with no copies to PDU. Evidence, of all complete action files for the previous FY was not available at the time of the assessment.

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

2

Yes, for previous FY there was evidence that the LG has adhered with procurement thresholds From a summary compilation of contracts awarded FY2016/17, from the action files and quarter one report FY 2106/17;

- 504 BUDI/wks/16-17/00002 drilling , pump testing and installation of 11 deep bore holes Lot 2 was under Open bidding by Maa Technologies at 214,184,134 /=
- 504 BUGI/SUPL/16-17/00071 Supply of coffee seedlings for production department by Pecla Investments Ltd at 6,000,000 was a selective bid
- 504 BUGI/WKS/16-17/00013 Construction of a 2 classroom Block at Katala P/S and installation of a solar system was awarded under open bidding to Lit General Agencies. At 67,000,000/=
- 504 BUGI/SUPLS/16-17/00009 Supply of 108 desks under SFG at 16,000,000 under Selective Bidding to Nkabi Investments
- 504 BUGI/WKS/16-17/00089 Renovation of Buluwe HC II was a selective Bid at 5,000,000 by Care International (U) Ltd.

15

The LG has certified and provided detailed project information on all investments

Maximum 4 points on this performance measure

- 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

0

Yes there was some evidence under water sector for certificates of payment;

- Certificate 2: dated 3/3/2017 for 504 BUGI/Wks/16-17/00003 worth 24,990,000 paid of 3,391,501. It was not signed by CAO, District Engineer and Internal Auditor. The signatures were only DWO and CFO

- Certificate 1 ; dated 9/2/2017 for 504 BUGI/Wks/16-17/00003 worth 33,000,000 paid of 31,350,000. It was not signed by D/Engineer

- Certificate 2; dated 21/2/2017 for 504 BUGI/Wks/16-17/00004 worth 17,043,760. It was signed by CAO, D/Engineer and Internal Auditor, DWO and CFO

- Other water certificates were on file with reports as pictures but the D/Engineer and auditor at times do not sign.

- Under education there was evidence of one Interim Certificate 1 issued on 29/01/2018 for installation of lightening arrestors at Nankoma, Nawanduki and Nansaga under DDEG signed by all officers (CAO, DE, DIA, CFO, DDEG coordinator) it was worth 9,990,0000

- Roads sector had payments without certificates of interim and completion. There were requests for payment, vouchers and receipts on file.

In conclusion there was no evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision



		<ul style="list-style-type: none"> <li>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</li> </ul>	0	<p>There was no evidence that all works projects for the current FY are clearly labelled,</p> <ul style="list-style-type: none"> <li>Katala-Nambale- Buwunga road from (Latitude- 0.5873; Longitude -33.6863; Altitude -1086.6 was not labelled</li> <li>Nawandyo-Busowa-Nawanjuki from (Latitude- 0.59751; Longitude -33.6918; Altitude -1099.2 was not labelled</li> <li>Nalumirampasa-Kirongo road from (Latitude- 0.5716; Longitude -33.7352; Altitude -1131.5 was not labelled</li> <li>Reshaping of Kagooli- Bugodandaga via Bukhooli Technical from (Latitude- 0.5676; Longitude -33.7470; Altitude -849.0 was not labelled</li> </ul> <p>All these were under force account method</p> <p>Water department labelled the water sources by the DWD codes e.g DWD 56406 dated 13/12/2017 at Bulume Village in Buwunga s/c (Latitude- 0.62015; Longitude -33.6912; Altitude -1079 was not labelled as required by the indicator</p> <p>Another water source was at Kayaigo Village(Latitude- 0.5618; Longitude -33.6851; Altitude -1087.9</p> <p>In the vicinity was FY16/17 Katala P/S labelled but not fully located at (Latitude- 0.5844; Longitude -33.6887; Altitude -1041.3 this was captured in a bid to catch up with time and sector practice.</p>
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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"> <li>Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4</li> </ul>	4	<p>The District had reconciled its general fund account up-to date (31st/12/2017)</p> <p>The Treasury Single Account accounts were also reconciled up-to 31st December 2017</p> <p>Project account of Bugiri LG multi sectoral food security and nutrition project was reconciled manually and up-to date.</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"> <li>• 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.</li> </ul>	0	<p>Although the LG has tried to clear payments on time (within two months after presentation of the invoice), some invoices have remained outstanding for over two months for example:</p> <p>The contract to Emorani Investment for construction of a pit latrine; an invoice was raised on 25th/10/2016 and payment was effected on 7th/03/2017.</p> <p>The contract to Jhany Investments for construction of a 2 classroom block at Bugabo PS; an invoice was raised on 9th/01/2017 and payment was effected on 22nd/03/2017.</p> <p>The contract to Bugmmats Enterprises for construction of a 2 classroom block at Nakavule PS; an invoice was raised on 21st/08/2016 and payment was effected on 01st/11/2016.</p> <p>The contract to Lit General enterprises for payment of the retention fee for works at Nakabale PS; an invoice was raised on 21st/07/2016 and payment was effected on 15th/12/2016.</p> <p>There were three reasons provided by the LG staff for late payment and these were:</p> <p>Some contractors present invoices before completion of works this is especially for when billing for retention fees hence the LG cannot pay unless if all works are certified</p> <p>Some contractors present back dated invoices so the invoice received date is actually not the same as the invoice date</p> <p>There has been delay in delivery of contractual services for example by Emorani Investment by the time Emolani completed works , PHC grant which was supposed to be used to clear his payment had been scrapped and the LG had to look for alternative sources of revenue to pay.</p>
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18

The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations

Maximum 6 points on this performance measure.

- Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3.

3

The LG has a Principal Internal Auditor heading the audit department. He was appointed on promotion on 5th December 2011 under minute No. BDSC/275/2011.

The Internal auditor has produced all the four quarter Internal audit reports of 2016/17 timely on the following dates:

Q1 produced on 14th/10/2016

Q2 produced on 14th/01/2017

Q3 produced on 14th/04/2017

Q4 produced on 7th/07/2017

- 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

- The accounting officer has responded to the internal audit queries of 1st, 2nd and 3rd quarter and presented the status of implementation of audit findings in a report dated 21st June 2017 Ref No: CR/213/1.

- However, audit findings of 4th quarter had not been addressed by the time of the assessment.

• 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

The Internal Auditor produced and submitted internal audit reports to the Chairman of the District on the following dates:

- o Q1 Submitted on 15th/10/2016
- o Q2 Submitted on 15th/01/2017
- o Q3 Submitted on 15th/04/2017
- o Q4 Submitted on 7th/07/2017

LG PAC met and reviewed these reports and produced the following reports:

- o Bugiri District Local Government Public Accounts Committee Report for 1st Quarter of FY 2016/17 submitted to CAO , Chairman and RDC on 5th December 2017
- o Bugiri District Local Government Public Accounts Committee Report for 2nd Quarter of FY 2016/17 submitted to CAO , Chairman and RDC on 5th December 2017
- o Bugiri District Local Government Public Accounts Committee Report for 3rd Quarter of FY 2016/17 submitted to CAO , Chairman and RDC on 5th December 2017

Also seen were the minutes of LG PAC meeting that discussed and addressed internal audit queries on the following dates:

- o LG PAC meeting of 11/10/2016
- o LG PAC meeting of 12/01/2016
- o LG PAC meeting of 29/03/2016

From the above it is observed that LG PAC did not review audit findings of 4th quarter and there was no evidence of follow up by LG PAC

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"> <li>• 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</li> </ul>	0	<p>The fixed asset register is in place and includes motor vehicles, plant and equipment however no details of land and building is included in the 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>The LG received an unqualified audit opinion. This was verified from the District audited financial statement for FY 2016/17 that was obtained at the Office of the Auditor General</p>
<p>Assessment area: Governance, oversight, transparency and accountability</p>				

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>Yes. The council meets and discusses service delivery issues including the DTTC reports, performance, and monitoring reports and the LG PAC report.</p> <p>For example the District Council held a meeting on 20th October 2016 under Minute MIN FC/06/10/2016 Page 5, where the Chairperson for the Standing Committee of Production, Works and Natural Resources presented the Quarter 1 Departmental Reports. These presentations were extracted from the HODs submissions in the TPC.</p> <p>For example one of the issues discussed was the status of sector project completion in FY 2015/2016.</p> <p>Refer to the Minutes from the Production, Works and Natural Resources meeting held 13th July 2016 under Minute MIN 04/PWNR/BDL/2016 Page 3 where the DWO officer notes that 19 boreholes were drilled and 20 boreholes rehabilitated.</p> <p>There is also evidence that the LG PAC reports were received by the DLG Chairperson on 5th Dec 2017 as per the dated stamp from the Office of the District Chairperson on page One of the LG PAC Quarter 1 – 3 report for the FY 2016/2017.</p>
22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<p>• Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2.</p>	2	<p>Yes, there is evidence that designated DLG staff have been tasked with the responsibility to manage the budget desk and coordinate response to the public on budget and sector performance as one of their roles.</p> <p>Refer to letters dated 26th July 2017 reference number CR/360/1 submitted to Planner, CFO and the Population Officer.</p>

23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</p> <p>• Evidence that the procurement plan and awarded contracts and amounts are published: score 1</p> <p>• 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.</p>	2	<p>Yes, the LG Payroll and Pensioner Schedules were posted at the public notice board at Administration Block.</p> <p>Yes, the Procurement and Contract information was displayed at the public notice board in the Administration Block.</p> <p>There is evidence to show that assessment results were published since the assessment was not done in the previous year.</p> <p>Refer to Bugiri website <a href="http://www.bugiri.go.ug">www.bugiri.go.ug</a> which has a wide range of regularly updated information. For example the website contains information on the sector budgets and performance for the FY 2016/2017, Budget allocations and LR collections which is commendable. This information is provided by the technical people to the District Information Officer and IT Officer who then upload it.</p>
24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<p>• Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1</p>	1	<p>Yes, the there is evidence that the policies and guidelines issues to the DLG from the CG are disseminated to LLGs.</p> <p>For example the Planner oriented the LLGs as well as the DLG HODs during the Extended TPC meeting on the new National Indicative Budget Calendar for the FY 2016/2017. Refer to the minutes from the Extended TPC meeting held 27th Aug 2016 Min 6/TPC/AUGUST/2016 Page 12 to 15.</p>

		<ul style="list-style-type: none"> <li>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.</li> </ul>	1	<p>Yes, there is physical evidence to show that the DLG conducted discussions with the public to provide feedback on status of activity implementation. These discussions were held primarily through radio and community meetings.</p> <p>For example refer to the audio CD and accompanying written report dated 4TH July 2017 on the live radio program held on 30th June 2017 on Eastern Voice FM. This radio program was held by the CAO, District Agricultural Officer, DPO and the DIO and discussed resource allocation, and banana wilt, and how the community can identify and treat infected plantations.</p> <p>Also refer to to the audio CD and accompanying written report dated 5th April 2017 on the live radio program held on 31st March 2017 on Eastern Voice FM. This radio program was held by the CAO, District Health Inspector, and District Health Officer and discussed resource allocation in the health sector, community wide polio campaign, and house hold hygiene.</p>
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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"> <li>Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2.</li> </ul>	0	<p>Yes, there is a GFP who was given a schedule of duties on 10/7/2017.</p> <p>evidence of gender awareness and mainstreaming campaigns in sub counties of Buluguyi, Kapyanga, Buwunga all in the month of June 2017; the issues discussed were gender roles , causes of GBV, what is GBV and what can be done to end GBV</p> <p>There was a report alluded to for a sensitisation of sector heads but was not presented to the assessor. The GFP however is at sub county level which may not give sufficient opportunities guide and support or offer mainstreaming capacity to district sector heads.</p> <p>The assessor notes that the district level cadre would serve best given the TPC sessions and planning at district level department.</p>
				Yes, in the AWP as signed by CAO Samuel



• 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.

Ruhweza Kaija on 5/9/2017 on page 7 of work plan details were plans for 2 radio talk shows A GBV workshop, identification of women groups and UWEP activities functionalised

For Previous FY the funds expected were 375,050,000 received were

YLP had 143,763,000 for 18 projects all received

There was no UWEP at the time. Other releases included

10/03/2016 210,000 for PWD meetings

10/03/2016 360,000 PWD mobilisation

14/12/2016 700,000 PWD workshop

14/12/2016 2,890,000 Youth council activities

01/11/2016 1,700,000 youth activities

05/01/2017 1,160,000 Youth day celebrations

03/10/2016 1,600,000 women activities

14/12/2016 750,000 women council meetings

12/12/2016 850,000 women executive council talk show

03/03/2017 1,100,000 womens training

14/03/2017 500,000 women council meetings

14/11/2016 1,600,000 library fees

14/09/2016 500,000 PWD allocation

14/9/2016 607,300 PWD submission to ministry

22/6/2017 8,000,000 Transfer to PWD groups

01/06/2016 910,000 PWD meetings

01/06/2016 420,000 PWD monitoring

21/06/2016 3,000,000 Grants transfer to pwd groups

21/06/2016 5,000,000 Transfer of pwd group

08/06/2016 700,000 Women council meeting

=176,320,300/375,050,000=47.01%

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

Yes there was a system with staff inclusive of Ag, DNRO, who is substantively the Senior Land Management Officer, an Environment Officer, Physical planner, DSS, DFO, Asst DFO with 3 rangers .

Yes there was evidence of a screening report prepared by the District Env. Officer and acknowledged by ACAO on 5/1/2017.

It covered construction of classroom block at Katala P/s, 5 stance latrine at Bukakaire P/s, Kigulu p/S and physical planning of Namayemba Town Board.

However there was no evidence of a deliberate plan and budget for mitigation measures. However some BoQs provided for budgets for mitigation measures ,

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

1

Yes there was evidence that that the LG integrates environmental and social management plans in the contract bid documents:

• 504 BUG/SVC/17-18/0001 Sitting and drilling supervision of 8 deep boreholes on page 66-67 as well as in the BoQs

• Under education FY2016/17 there was no works related activities they paid retention fees as stated by the Environment officer but Katala P/S 2 classroom block was a 16/17 project

They however placed lightening arrestors as evidenced in some bills of quantities and a project file.

• While works for the many roads under force on account disregarded the environment aspects in the bid documents they bought some trees and planted them along saza road said the Env. Officer

In conclusion, the roads, health and education sector do not integrates environmental and social management plans in the contract bid documents. It is adhoc

		<ul style="list-style-type: none"> <li>• Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1</li> </ul>	0	<p>No evidence was availed to the effect that projects are implemented on land where the LG has proof of ownership in education, health, production , administration.</p> <p>However, water department had a full file with land agreements for the water sources collected in 2016/17 and a few in 2017/18.</p> <p>A case of Bulume DWD 56406 in Buwunga sub county which was contentious between the LC 1 and the sons of the donor.</p>
		<ul style="list-style-type: none"> <li>• Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer: score 2</li> </ul>	0	<p>There was evidence of ;</p> <p>Certificate 001- Borehole construction Lot1 signed on 1/6/2017 certificate 002- borehole construction Lot 2 signed on 1/6/2017</p> <p>Certificate 003 –construction of composite Pit latrines in Busowa RGC signed on 1/6/2017</p> <p>Certificate 001- 5 stance latrine at Kigulu signed on 5/6/2017</p> <p>Certificate 002- 5 stance latrine at Kikakaire signed on 5/6/2017</p> <p>Certificate 003- construction of a 2 classroom block at Katala P/S signed on 5/6/2017</p> <p>Under roads sector last FY there was no certification upon completion by the environment officer</p> <p>FY2107/18 works are still underway since funds were released mid January 2018.</p> <p>In conclusion not all completed projects had certificates of ESM signed by the Environment Officer.</p>



## **LGPA 2017/18**

Educational Performance Measures

Bugiri District

(Vote Code: 504)

Score 47/100 (47%)

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"> <li>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</li> </ul>	4	<p>Yes, There is evidence for budgeting in FY 2017/2018 with a wage bill of 10,108,481,000 catering for 140 Primary Schools including Head Teachers submitted to MoFPED on 13/7/2017 by CAO. It was Signed by PS-ST on 26/7/2017</p> <p>Teachers budgeted for are 1444</p> <p>Budget in place for 1 head teacher &amp; minimum of 7 teachers per school.</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"> <li>Evidence that the LG has filled the structure for primary teachers with a wage bill provision o If 100% score 6 o If 80 - 99% score 3 o If below 80% score 0</li> </ul>	3	<p>In FY 2017/2018 there are 126 Substantive Head teachers out of 140 Head Teachers and 1269 Teachers deployed. Having a total of 1395 of all teachers inclusive of Head Teachers</p> <p>There is an advert issued on 24th November 2017 showing 7 Head Teachers and 27 Education Assistants in The Daily Monitor. However there is still a gap of Head Teachers not filled.</p> <p>There is evidence that out of the 1444 teachers with wage bill provision, the district has 1395 teachers in place with a gap of 49 teachers as per DEO's School enrolment sheet per sub county on 28/11/2017</p> <p>There is effort to recruit 7 Head teachers' and 27 Education assistants totalling to 34 Teachers as per the advert.</p> <p>This gives <math>1395/1444 = 96.6\%</math> as the current staffing rate</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"> <li>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</li> </ul>	6	<p>All 2 inspectors as per the LG structure are in place and substantively appointed as per the Staffing status list of the department issued by PS – Public Service on 20th January 2017 with ref ARC 135/306/01 to the CAO of Bugiri district</p> <p>However on ground the other inspector on ground was appointed as per the old structure and was responsible for special needs. After the restructuring that post was changed to Education officer special needs as per the letter on 20/01/2017 by Public service.</p> <p>The 2 available Inspectors DSC minute of appointment as inspectors</p> <ol style="list-style-type: none"> <li>BDSC 180/2011 issued on 11/10/2011</li> <li>BDSC 717/2017 issued on 19/05/2017</li> </ol>
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>Yes, Recruitment plan was in place and submitted by DEO on 19th September 2017 showing 5 Head Teachers Vacant Posts and 40 Education Assistants. It was received by HRM on 21st September 2017.</p> <p>Another Recruitment Submission from DEO to HRM for 2 Vacant Posts of Head Teacher was issued on 31/10/2017 and received by HRM on 1/11/2017</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>	2	<p>All inspectors of schools were in place and substantively appointed.</p> <p>Inspectors DSC minute of appointment as inspectors</p> <ol style="list-style-type: none"> <li>BDSC 180/2011 issued on 11/10/2011</li> <li>BDSC 717/2017 issued on 19/05/2017</li> </ol>

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 has (3) substantively appointed inspectors of schools as per the old structure for the education department. There is no evidence on file to show that the three inspectors of schools were appraised for FY 2016/17. Available information indicated that: a) Ajambo Aidah (appointed under Min. BDSC/136/2005) as inspector of schools was last appraised on 6/7/17 for FY 2015/16 b) Kabulo Henry (appointed under Min. BDSC/180/2011) was last appraised on 29/9/16 for FY 2014/15 c) There was no any appraisal report on file for Tubiwa Masitula (appointed under Min. BDSC/717/17) as inspector of schools It was noted that the new staffing structure for education department has two inspectors of schools and it is expected that one of the inspectors will retire in this current FY.</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>	2	<p>75% (84) out of the (112) primary head teachers were appraised for the calendar year 2016 using the public service performance agreements. Annual performance reports on file. Examples of available Primary head teacher's annual performance reports (2016) include Seema Moses (Buwuni P/S, Sr.Nakisige (Nabyunyu P/S, Kibedi (Kyaiku P/S), Naisanga (Nabukima P/S), Okanya (Namgalama P/S), Nyafamba Christne (Ngunga P/S), Nabwire Josephine (Nakatwe P/S), Sooma Harriet (Izira P/S), Basan Khna (Butumba P/S), Mubeezi Esther (Katala P/S) and Boogere Stephen (St.Jude P/S), etc.</p>
Assessment area: Monitoring and Inspection				

6

The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools

Maximum 3 for this performance measure

• 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

0

There are some circulars that were communicated to Head Teachers and below are some of them captured

1. Weekly Teacher Attendance tracking issued on 16/06/2017
2. Operation of un Licensed/ un Registered Schools issued on 13th February 2017.

However it should be noted that not all Circulars were communicated by the district to the schools.

• 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

2

Yes, Minutes were available on file issued on 14/11/2016 where head Teachers were meeting the DIS which captured Dressing code requirements for teachers and school feeding Programmes in school.

Minutes of DEO, DIS meeting with Head Teachers on 9th December 2016 and communication about Training on EGR (Early Grade Reading), Dealing with Teachers Absenteeism.



7

The LG Education Department has effectively inspected all private and public primary schools

Maximum 12 for this performance measure

- 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.

3

All the 4 Quarterly reports are in place reflecting the number of schools inspected as listed below.

Q1 – 140 Government schools and 7 Private schools on the EMIS database were inspected out 33 schools in the report of which some were from the municipality and others not on the database. Report was prepared on 7th September 2016 and received by 16/11/2017.

Q2 – 16 Government schools and no Private school was targeted. Tablets was means of submission of report however the Summary report was prepared on 15th December 2016 and received by DES on 16/11/2017.

Q3 - No Government school was inspected and 16 Private schools were inspected.

Q4 – 132 government schools were inspected and no private school was inspected.

Inspection report of Q1 had captured schools inspected under the municipality before it was curved out these were not considered since they will be reflected in the Municipality Assessment

140 government schools lead to 420 inspections in a year and 23 Private schools lead to 69 Inspections in a year.

Government inspections totalled to 288/420 and private schools inspections totalled to 23/69. Total = 311/489 = 63.59%

8	LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations	<ul style="list-style-type: none"> <li>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</li> </ul>	0	<p>The only Departmental minutes in place were dated 20/06/2016 chaired by the DIS, another meeting Chaired by DEO on 16th June 2016 in the office of the DEO.</p> <p>However there were no details in the minutes showing discussion of the Inspection reports and all the minutes availed were not approved and signed by the Chairperson and Secretary</p>
	Maximum 10 for this performance measure	<ul style="list-style-type: none"> <li>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</li> </ul>	2	Yes, there was submission of Inspection reports to DES as evidenced by the acknowledgement forms signed on 16/11/2017 received by the Senior Inspector of schools at DES for all the 4 quarterly reports.
		<ul style="list-style-type: none"> <li>Evidence that the inspection recommendations are followed-up: score 4</li> </ul>	0	There was no evidence of Inspection recommendations being followed up.
9	The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES	<ul style="list-style-type: none"> <li>Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> <li>List of schools which are consistent with both EMIS reports and OBT: score 5</li> </ul> </li> </ul>	5	<p>List of schools submitted in the EMIS report are consistent with those in OBT.</p> <ol style="list-style-type: none"> <li>Kimidi Friends P/S</li> <li>Wangobo P/S</li> <li>Budunyi P/S</li> <li>Namagonjo P/S</li> <li>Mawanga COU P/S</li> </ol>
	Maximum 10 for this performance measure	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> <li>Enrolment data for all schools which is consistent with EMIS report and OBT: score 5</li> </ul>	5	<p>Yes, Sampled school's enrollment data from the EMIS database tally with OBT</p> <ol style="list-style-type: none"> <li>Naigoma P/S had 591 Pupils while in EMIS report they were 591.</li> <li>Nabukalu P/S had 1,414 pupils while in EMIS they were 1414</li> <li>Kimbale P/S had 759 pupils while in EMIS they were 759</li> <li>Nkaiza P/S had 937 pupils and 937 in the EMIS report</li> </ol>
Assessment area: Governance, oversight, transparency and accountability				

10	<p>The LG committee responsible for education 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"> <li>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</li> </ul>	2	<p>Yes, there is evidence that the Standing Committee on Social Services met and discussed Education service delivery issues like sector performance.</p> <p>For example the committee met on 20th December 2016 and discussed issues presented by the District Education Officer on school inspection, district wide sports talent promotion and functionality of school management committees.</p> <p>Refer to committee meeting report developed for Quarter One FY 2016/2017 which was developed and signed by the Committee Chairperson Hon. Isabirye Ibrahim</p>
		<ul style="list-style-type: none"> <li>Evidence that the education sector committee has presented issues that requires approval to Council: score 2</li> </ul>		2

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>	0	<p>Out of the 5 schools randomly sampled below were the results</p> <ol style="list-style-type: none"> <li>1. Nampere P/S - It had no minutes of available of the 3 minimum sittings in a year</li> <li>2. Lwanika P/S – It had only one set of minutes for the recent meetings held on 23/2/2017.</li> <li>3. Nabiyunyu P/S – it had all the 3 meetings minutes held on 22/6/2017, 18/7/2017, 21/4/2017.</li> <li>4. Nsango P/S – it had one meeting held on 14/2/2017</li> <li>5. Bugiri P/S – 5 sets of minutes were present. They were held on 10/7/2017, 16/11/2017,2/05/2017, 29/5/2017,26/5/2017</li> </ol> <p>Therefore this yields to 2 schools out of 5 schools selected had atleast 3 sets of minutes of sitting s in a year. <math>2/5 = 40\%</math> functional SMC's.</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>	0	<p>There was no evidence of publicising of all schools receiving non-wage recurrent grants by posting on the notice board evident by Assessment time</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"> <li>• 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</li> </ul>	0	<p>There is evidence of Submission of part of the Procurement plan for FY 2016/2017 as submitted on 6/06/2016 by the DEO to CAO. The procurement sheet reached PDU as signed on 29/06/2016. Other procurements of fuel, stationery were not reflected and another document was not seen which had these details</p> <p>Procurement Requisition of Construction of 5 stances Pit Latrine at Kimbale P/S initiated on 6/6/2016 and reached CAO on 7/6/16. However PDU had no signature on this document. Procurement Request of a 5 stance Pit latrine at BULESA Baptist P/S. It was issued by the DEO on 14/10/2016 and confirmed by CAO for funding on 14/10/2016.</p> <p>However the Head PDU did not sign this document. The available Procurement requests don't reflect when these requests reached PDU. Head PDU never signed.</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"> <li>• Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	0	<p>The Head of department has not certified and recommended payment to some suppliers on time for example:</p> <p>The contract to Lit General enterprises for payment of the retention fee for works at Nakabale PS; an invoice was raised on 21st/07/2016 and the HoD recommended the supplier for payment on 06th/12/2016</p> <p>The contract to Muza General Enterprises for construction of staff house, kitchen and 2 stance pit latrine at Namagonjo PS; an invoice was raised on 14th July 2016 and the HoD recommended the supplier for payment on 13th/10/2016.</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"> <li>• 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</li> </ul>	0	<p>No, there is no evidence that the Department of Education submitted annual performance reports for all four quarters to the planner by Mid - July for consolidation.</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"> <li>• 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</li> </ul>	2	<p>In the report from the accounting officer (dated 21st June 2017 Ref No: CR/213/1) on the status of implementation of audit findings, he consolidated presentation from all department on the status of implementation of the audit queries raised against their departments. The Specific queries for education department that were responded to included:</p> <p>Failure to present UPE accountabilities – this was addressed by presenting the accountabilities to the auditor.</p> <p>Failure to adhere to UPE percentage allocation – finance in conjunction with HR organized a training for teachers on basic financial management and the accountants were directed to assist head teacher in maintaining books of accounts</p> <p>Understaffing in schools this could not be addressed a the available wage bill was not sufficient to fill up all the vacant teacher positions</p> <p>Not observing mandatory public notices- the school head teachers have gradually positively responded to all the UPE requirements</p> <p>Lack of effective guidance of UPE girl child in some schools – DEO was directed to ensure gender balance while posting teachers.</p>
Assessment area: Social and environmental safeguards				

17

LG Education Department has disseminated and promoted adherence to gender guidelines

Maximum 5 points for this performance measure

• 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

Yes, a report was in place for Hindocha Coordinating centre with 80 schools organised a training to end Violence against Children. It was received by the DIS on 13/8/2017.

It had areas of focus which included Establish peer support groups headed by Senior women Teachers & Senior Men Teachers, Establish school Families. It was prepared on 15th August 2017. A total of 2407 pupils and 58 teachers participated in this exercise and they formed 116 networks

• 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

0

There was no evidence in place to show issuing and explanation of guidelines on sanitation for girls and PWD's in primary schools.

• Evidence that the School Management Committee meet the guideline on gender composition: score 1

0

Sampled schools reflected below show compliance of some to the Gender Guidelines and others were not compliant

1. Bugiri P/S – Compliant
2. Ndifakula P/S- Compliant
3. Santa Lucia Sidibula (private) – not Compliant
4. Namayemba Christian P/S (Private)– not seen

This implies that 50% of the Sampled schools are not compliant to Gender Guidelines.

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"> <li>• 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:</li> </ul>	3	<p>Yes, There was a clear engagement with the Environment department with a letter issued on 3/05/2017 by the District forestry officer to DEO.</p> <p>The DEO issued a letter to Head Teachers on 16/05/2017 to Schools to come and pick the tree seedlings for environment management. These seedlings were distributed to schools with land which were 22 schools as per the attendance on 06/07/2017</p>
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## **LGPA 2017/18**

Health Performance Measures

Bugiri District

(Vote Code: 504)

Score 18/100 (18%)

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</p> <ul style="list-style-type: none"> <li>• More than 80% filled: score 6 points,</li> <li>• 60 – 80% - score 3</li> <li>• Less than 60% filled: score 0</li> </ul>	0	<p>The PHC wage bill provision for the current year has not been filled. But there were adverts on the notice board at the time of the assesement.</p>
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:</p> <p>score 4</p>	4	<p>There was recruitment plan submission available at the DHOs office to HR dated 18th Sept 2017 with 32 positions. A letter from the public service dated 10th November 2017 authorizing the district to recruit 24 staff in the health department was on file. But recruitment for the current year has not taken place.</p>
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:</p> <ul style="list-style-type: none"> <li>o 100%: score 8</li> <li>o 70 – 99%: score 4</li> <li>o Below 70%: score 0</li> </ul>	0	<p>Bugiri district has a hospital (Bugiri Hospital ) and (1) HC IV (Nankoma) • The health facility in-charge (Dr. Abanga Oundo) for Bugiri Hospital was last appraised on 16/7/16 for FY 2015/16 by DHO • It was noted that a copy of a signed performance agreement for FY 2016/17 was on file but there was no annual performance report for FY 2016/17 • There was no evidence of FY 2016/17 performance appraisal report for the HC IV (Nankoma) in-charge (Dr.Kasizaki Geoffrey), appointed as in-charge on 5/2/15</p>

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"> <li>• 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</li> </ul>	0	<p>Because no recruitment has taken place no deployment has taken place.</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"> <li>• Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in</li> </ul>	0	<p>There is no evidence that DHO communicated the policies and guidelines. None of policies, guidelines and circulars at DHOs office was found at facilities.</p> <p>The following policies were available at the DHOs office: National Tuberculosis and Leprosy and Control Programme, Revised National Strategic Plan 2015/16-2019/20 Guidelines for Health Supervisory Authorities in Uganda June 2017, Primary Health Care Grant Guidelines 2015/16, National Policy on Public Private Partnership in Health Implementation Guidelines 2017.</p> <p>With regard to the circulars the following were available at the DHOs office: Date 3rd Oct 2017 the recruitment of bike riders for laboratory HUBS, 8th Sept 2017 Disposal of Old Equipment, 9th November 2017 Immediate Cessation of Doctors /Health Workers Strike, 24th October 2017 Hepatitis B Control Program in Eastern Region.</p> <p>At the facilities there were the following policies</p> <p>Bugiri General Hospital: Consolidated Guidelines for HIV Prevention and Treatment of 2016,</p> <p>Buwunga HCII: Consolidated Guidelines for Prevention and Treatment in Uganda 2016, Uganda Clinical Guidelines 2016, Essential Medicines and Health Supplies List for Uganda 2016, PHC Grant Guidelines 2016, Approaches to Health Care Waste Management, Guidelines for Integrated Management of Acute Malnutrition in Uganda: Integrating Nutrition Assessment Counselling and Support into Health Service</p>
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<p>the previous FY to health facilities: score 3</p>		<p>Delivery 2016. There was one circular dated 2nd Aug 2017 for Introduction of the teams carrying out reconciliations of commodities procured with support from Global Fund.</p> <p>Busoga HCII: Uganda Clinical Guidelines 2016, Essential Medicines and Health Supplies List for Uganda 2016, A guide for Reaching Every District and Reaching Every Child in Uganda and no circulars</p> <p>Nawankoma HCIV: PHC Grant Guidelines 2016, Clinical Guidelines 2016, Essential Medicines and Health Supplies List for Uganda 2016. There was also a circular dated 2nd Oct 2017 on the National STI survey, 26th July 2017 Introducing the Sola Powered Oxygen Project</p> <p>Kayango HCIII: Uganda Clinical Guidelines 2016, Consolidated Guidelines for Prevention and Treatment of HIV in Uganda 2016, PHC Grant Guidelines 2016, Integrating Nutrition Assessment Counselling and Support into Health Service Delivery and the following circulars were available. 24th Nov 2016 Adaptation and Roll Out of New Consolidated Guidelines for HIV Prevention and Treatment in Uganda 2016, 25th July 2016 Study to Assess Sexual Harassment in the Health Sector.</p> <p>Iganga Town Council was closed.</p>
<p>• 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</p>	<p>0</p>	<p>There was no evidence at the DHOs office that the DHO held meetings and disseminated policies guidelines and circulars issued at national level.</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>	0	<p>There was no evidence the DHOs office supervised Nawankoma HCIV and Bugiri Hospital. While at DHOs office there was report that indicated supervision in the first quarter of 2016/17, third quarter of 2016/17. The reports didn't indicate supervision team, duration of supervision, report was not signed and dated. In addition, at Bugiri Hospital there was no evidence of supervision from the DHOs office in the support supervision log book. While at Nankoma HCIV there were two DHT supervisions indicated in the log book, it is difficult to triangulate because of the nature of reports described above available at DHOs office.</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>	0	<p>There was no evidence DHT supervisions were done. At the DHOs office there was a DHT file. All the reports described below didn't specify the dates for supervision, the supervision team was not known and reports were not signed and dated. A description of the reports is outlined below.</p> <p>The first report on file was for the first quarter of 2016/17. The following facilities were supervised by the DHT namely Mayuge, Bulindha, Buluguyi, Buwunga, Bulesa, Kayango, Nabukalu, Muterere and Iwemba all HCIII and Nankoma HCIV, Bugiri Hospital. The second report was for third quarter and Mayuge, Bulindha, Buluguyi, Buwunga, Bulesa, KAYANGO, Nabukalu, Muterere and Iwemba all HCIII AND Nankoma HCIV, Bugiri Hospital. In addition, Matiki, Kavule, Ntawawula, Muterera, Maziriga, Nkaiza, Kirinya, Kayogera, Kigulu. The fourth quarter report had Kayango, Nabukalu, Iwemba Buluguyi, Bulindha all of HCIII. Wangabo, Nkaiza, Kigulu, Kiseitaka, Kirongero, Kirinya, Florida Medical Services, URHB medical Centre, Buduma, Buluwe Kavule COU, Wakawaka, Kavule, Matiki Nakigunju, Bugoyozi, Busimbi, Kasokwe, Kapyanga, Kitumba, Kyemeire all HCII. The last report was for the first quarter of 2017/18 and the following facilities were supervised. Bugiri Medical Services., Bugiri Municipal, Matiki, Wakawaka, Nabingigo, Busimbi, Kayango, Nsango, Kyemeire, New Forest, Nanderema all HCII, Muterera, Nabukalu, Bulesa, Mayuge all HCIII, Nanderema.</p>
7	<p>The Health Sub-district(s) have</p>			<p>There was no evidence that HSD supervised the facilities. There were HSD reports at the DHOs</p>

effectively provided support supervision to lower level health units

Maximum 6 points for this performance measure

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

0

office for Bukooli North and Bukooli Central HSD, Bukooli North is supervised by Bugiri Hospital and Bukooli Central is supervised by Nawankoma HCIV. In some cases, information at facilities was not consistent with information at DHOs office. At Bugiri Hospital there were no HSD reports, at Nawankoma HCIV there were reports.

At the facilities Buwunga HCIII the dates in the report at DHOs office was not consistent with dates found at the facility namely 11th July 2016, 13th Dec 2016 and 5th April 2017. Kayango HCIII supervised by Bugiri didn't have evidence of HSD supervision by Bugiri Hospital in the log book and likewise Busoga HII didn't have any supervision from Nawankooma HCIV.

Details of information in the HSD reports at DHOs office is described below.

The Bukooli North HSD report dated 3rd April 2017 revealed supervision was between 23rd March and 31st March 2017. The following facilities were supervised: Nanderema HCII, Bugoyozi HCII, Kapyanga HCII, Nambo HCII, Bugiri TC HCII, Kigulu HCII and Nkaiza HCII. The main areas of supervision were stock of supplies, EPI services, records, finance infection prevention and HUMCS. There was no action plan for this report and it was not signed. The second report was dated 27th June 2017 and four HCIII were supervised (Bulesa, Bulidha, Muterera and Buwunga) between 20th June and 23rd June 2017. The same headings were used as in first report and report was not signed. The third report was date 30th Sept 2016 and conducted between 20th and 29th Sept of 2016. The seven health centers twos supervised were Naderama, Bugoyozi, Kapyanga, Kigulu, Nambo, Kiseitaka, Nkaiza and same format of reporting was maintained and report not signed.

For Bukooli Central HSD, there was report dated 12th Dec 2016 and the supervision was conducted between 12th Dec and 22nd Dec of 2016. This supervision covered HCII, HCIII and PNFP. The facilities supervised were Busoga, Matiki, Kavule, Mawanga, Busowa, Busimbi, Kitumba, Buwuni, Nakigunju, Ntawawula, Kitodha, Buluwe, Budhaya, all of HCII. Buwunga, Bulindha, Muterere, Bulesa, Mayuge, Maziriga of HCIII and Kirinya HCIV. The third HSD report was for 3RD Oct 2016 and supervision was between 3rd Oct and 21st Oct 2016 and covered two HCIII and 14 HCII. The facilities supervised were Busoga, Matiki, Kavule COU, Mawanga COU, Mayuge St Luke Muterere, Busowa, Kirya

				Wakawaka, Maziringa, Budhaya, Nabingingo Islamic and Kyemeire all HCII and Buwunga HCIII. There was also a report for a supervision conducted between 3rd and 7th April 2017. Five HCIII were visited namely Muterere, Bulidha, Mayuge, Buwunga and Bulesa. There was also an activity report for the HFQCA conducted from 29TH May to 8th June 2017
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>	<ul style="list-style-type: none"> <li>Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4</li> </ul>	0	There was no evidence at DHOs or at HSD (Bugiri General Hospital and Nawankoma HCIV) that the HSD reports were discussed and used to make recommendations
		<ul style="list-style-type: none"> <li>Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6</li> </ul>	0	With no evidence of action plan development there is no evidence of action plan implementation from the HSD reports.
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"> <li>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</li> </ul>	0	The list of facilities in OBT was not consistent with list of facilities in HMIS. The facility Dopetra Rural Development Mwana Health in OBT was not found in HMIS therefore not reporting in HMIS. In addition, there was is Kasokwe Community Development Integrated Agency, however in HMIS there is Kasokwe HCII.
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"> <li>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</li> </ul>	2	<p>Yes, there is evidence that the Standing Committee on Social Services met and discussed Health service delivery issues like sector performance.</p> <p>For example the committee met on 20th December 2016 and discussed issues presented by the District Health Officer on issues of staff absenteeism, medical referrals from Lower Health Centres to Bugiri Hospital, and treatment of expectant PWD.</p> <p>Refer to committee meeting report developed for Quarter One FY 2016/2017 which was developed and signed by the Committee Chairperson Hon. Isabirye Ibrahim</p>
		<ul style="list-style-type: none"> <li>Evidence that the health sector committee has presented issues that require approval to Council: score 2</li> </ul>	2	<p>Yes. The sector committee presented issues that require approval from council. Refer to District Council meeting held 20th Dec 2016.</p> <p>Under Minute 19/BDL/2016 the Chairperson of the Standing Committee for Social Services presented a report to the fuller District Council for discussion. The report included among others Health Sector issues namely staff absenteeism, medical referrals from Lower Health Centres to Bugiri Hospital, and treatment of expectant PWD.</p> <p>This submission was extracted out of a standing committee meeting report for Quarter One FY 2016/2017 which was developed and signed by the Committee Chairperson Hon. Isabirye Ibrahim</p>
11	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 5 points</p>			<p>Only two of the the four, facilities visited had functional HUMCs Bugiri Hospital and Buwunga HCIII which is less than 70%. At the DHOs office there was a HUMC file for Buwunga HCIII: There were minutes dated 3rd Oct 2017 and all members attended the meeting and they were male. There was a request to approve the budget but budget was not attached to the minutes. The second meeting on file was dated 16th Aug 2017 and in this meeting, there was no mention of budget or workplan. The third meeting was on 14th Oct 2016 and there no discussion on the workplan or budget. The last minutes was for 4th Mar and similarly there was no discussion on budget and workplan.</p> <p>Bulindha HCII: There were minutes dated 20th Dec 2017 and in this meeting PHC funds were discussed and breakdown revealed to the</p>



Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):

- 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

committee. The composition was three females and four males. The second meeting was dated 21st Sept 2017 and there was a discussion of PHC late disbursement and machines and supplies received including their value. The third report there was a discussion on PHC funds received and breakdown. The fourth meeting was dated 13th April 2017 the main item for discussion was the development of the workplan a budget. On 22nd Mar 2017 there was meetings and the funds received including breakdown were discussed.

Iwemba HCIII: There were minutes dated 10th Dec 2017 the list of members was not indicated and no budget issues were discussed and minutes were not signed. The minutes dated 9th Aug 2017 the composition was one female and two males the minutes were not signed and no discussion on budget. On 7th April 2017 the attendance list had changed from the previous list on 9th Aug only two members were similar to those of 9th Aug 2017. On 21st Nov 2016 again, the attendance list was not consistent with the first meeting and it was a one pager with only list of members in attendance of the orientation. The last minute on file for 8th Mar 2016 had no attendance list, issues of budget were not discussed and the minutes were not signed.

Nankoma HCIV: There were minutes dated 30th Sept 2016 with a composition of only males. In this meeting the members reviewed the workplan but not the budget and the minutes were not signed by chairperson. On 21st Mar 2017 list of members was missing and no discussion on PHC budget and workplan.

At the facilities the following information was found on HUMCs. At Bugiri Hospital the composition was two females to seven males. In the meeting dated 6th Oct 2017 there was a discussion on the proposed workplan and budget worth 45million shillings and quarter one approval of 6,142,200/=. The minutes on 18th May 2017 was an extraordinary meeting discussion on development of the workplan. The annual workplan was presented for 2017/18 worth 200million shillings and on 17th Nov 2016 the second quarter workplan and budget were discussed. The meeting on 14th June 2016 the 2016/17 budget was presented and it was worth 151 million and the committee was told district would top 2millions and DHO would top another 4millions. The user fee budget was also presented and it was worth 5,280,000/=. The other two meetings were on 29th Sept and 25th

				<p>May. For every quarter the committee met and workplan and budget issues were discussed.</p> <p>At Buwunga HCII, the minutes found on file were similar to those at DHOs office described above.</p> <p>Nankoma HCIV: The minutes dated 16th Oct 2017 there was no discussion on PHC, 21st Mar 2017 there the annual workplan and budget were presented for 2017/18 and it was worth 64,169,239/=. There was also a meeting on 30th Sept but not signed. The minutes below are not consistent with minutes found at DHOs office, even composition at DHOs office is all males while at facility there are three females and nine males.</p> <p>Kayango HCIII: There were meetings dated 30th Dec 2016, and 22nd Aug and 5th July of 2017. All minutes were not signed and minute of 30th Dec 2016 didn't have an attendance list. Bugiri Town Council facility was closed at time of the assessment.</p>
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"> <li>• 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</li> </ul>	0	<p>At the DHOs office and even at facility notice boards the PHC non-wage funds were not publicised.</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"> <li>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</li> </ul> <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>	0	<p>There was only one investment for the year. This was construction of a pit latrine at Kapyanga HCII. However, the procurement request on form 1 was construction of five stance pit latrine at Bubugo HCII. The originator and DHO didn't put the date. In addition, there were no stamps for all concerned staff namely DHO, CAO. At PDU there was no procurement request though the procurement had taken place.</p> <p>There was no evidence the LG department submitted procurement request form PP5 to PDU.</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"> <li>Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time:</li> <li>100% - score 8</li> <li>70-99% – score 4</li> <li>Below 70% - score 0</li> </ul>	8	<p>This activity was supported from the centre and on file all procurement requests Bugiri Hospital, Nawankoma HCIV and all HCIII and HCII were on file and dated 20th Jan 2017.</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"> <li>Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points</li> </ul>	0	<p>The assessment reviewed details of 2 projects undertaken in 2016/17 and the findings revealed that the department did not approve/recommend all payment for suppliers on time for example:</p> <p>The contract to Emorani Investment for construction of a pit latrine; an invoice was raised on 25th/10/2016 and the department approved on 7th/03/2017</p> <p>Apart from the above contract, the other projects undertaken were certified on time.</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"> <li>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</li> </ul>	0	<p>No, there is no evidence that the Department of Health submitted annual performance reports for all four quarters to the planner by Mid - July for consolidation.</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>	2	<p>In the report from the accounting officer (dated 21st June 2017 Ref No: CR/213/1) on the status of implementation of audit findings, he consolidated presentation from all department on the status of implementation of the audit queries raised against their departments.</p> <p>The specific queries related to health sector included:</p> <p>Nankoma HC IV not preparing income and expenditure statements, payments using cash for all transactions and lack of an assets register. The in-charge prepared the statements other responses were presented to the audit for verification and the report is not yet out</p> <p>Lack of an assets register and failure to present bank reconciliations for Bugiri Hospital – the assets register and bank reconciliations were prepared and presented to the auditor.</p> <p>UNICEF account not presented for verification – the books were dully submitted to the auditor.</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>	<p>• Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2</p>	0	<p>Buwunga HCIII all members were male according to the DHOs files. Iwemba HCIII one female and two males, Nawankoma HCIV had only males as members at DHOs office, but three females and nine males according to facility documents, Bugiri Hospital had two females and seven males. Bulindha HCIII had three females and four males.</p>
		<p>• Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2</p>	0	<p>There was no evidence at the DHOs office or at facilities showing issuance of sanitation guidelines including those separating facilities for men and women.</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"><li>• Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points.</li></ul>	0	<p>There was no evidence at DHOs office or at facilities showing issuance of medical waste management guidelines including guidelines for construction of medical waste facilities. At one facilities visited there were SOPs for waste management on the walls issued by partner.</p>
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## **LGPA 2017/18**

Water & Environment Performance Measures

Bugiri District

(Vote Code: 504)

Score 90/100 (90%)

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"> <li>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</li> </ul>	10	<p>Yes, the LG Water department has targeted the less safe coverage Sub-counties. The District safe water coverage average is 71.4% and all the Sub-counties with safe water coverage below the District average safe water coverage (Kapyanga – 53.4%; Nabukalu – 58.2%; Buluguyi – 63.3%; Buwunga – 63.6%; Bulesa – 64.1%; Budhaya – 65.2%; and Iwemba – 66.2%) have been targeted to receive the following 16 new Hand Pump Boreholes for FY2017/18: Kapyanga – 3; Nabukalu – 3; Buwunga – 4; Budhaya – 3; and Iwemba - 3; Buluguyi and Bulesa did not receive any from this DWSCG since they have already been targeted by GOAL Uganda (NGO) with over 150 new boreholes; there are 40No. boreholes rehabilitated within in the current FY 2017/18. Evidences can be traced from the Annual Workplan/Budget for Bugiri DWSCG for FY2017/18, submitted to the Permanent Secretary MoWE and received by DWD on 23/06/2017 with content of 16 deep bore drilling; 40 borehole rehabilitation (inclusive of assessment, supervision allowances to district staff, facilitation to HPMs and purchase of spare parts); 160 Water quality surveillance; Construction of one 4-stance lined pit latrine at Muwayo Town Board with a Urinal and accompanying formation of sanitation committees; and conduction of EIA.</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>			<p>Yes, the LG water Department implemented budgeted 20 new boreholes and 31 old rehabilitated boreholes in targeted sub-counties of which Kapyanga with 53.4% coverage was allocated 3 new and 7 Old rehabilitated boreholes; Nabukalu with 58.2% coverage was allocated 2 new and 3 Old rehabilitated boreholes; Buwunga with 63.6% coverage was allocated with 4 new and 2 rehabilitated boreholes in addition to 3 Protected Springs; Budhaya with 65.2% coverage was allocated with 2 new and 3 Old rehabilitated boreholes; and Iwemba with 66.2% coverage was allocated with 3 new and 2 rehabilitated boreholes; Buluguyi with 63.3% coverage was allocated with 3 new and 4 rehabilitated boreholes; and Bulesa with 64.1% coverage was allocated with 3 new and 3 Old rehabilitated boreholes in the FY 2016/17. Evidenced from:</p>



• 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

- Annual Workplan/Budget for Bugiri DWSCG for FY2016/17 submitted to the Permanent Secretary of MoWE and received by the DWD on 15/07/2016 with content of 07 spring protection; 21 deep borehole drilling; 30 borehole rehabilitation (inclusive of assessment and purchase of spare parts); 1 water quality surveillance; construction of a composite latrine in RGC.
- Bugiri District LG Contract Document for drilling, casting and installation of 10No. Deep wells with Procurement Reference Number 504Bugi/Wrks/16-17/00001 for LOT 1 and Contractor as KLR-Uganda Ltd, received by the CAO on 15/11/2016. (Buwunga (4); Nabukalu (2); Iwemba (1) and Kapyanga (3)).
- Bugiri District LG Contract Document for drilling, casting and installation of 11No. Deep wells with Procurement Reference Number 504Bugi/Wrks/16-17/00002 for LOT 2 and Contractor as Maa Technologies (U) Ltd, received by the CAO on 15/11/2016. (Buluguyi (3); Bulesa (3); Iwemba (2) and Budhaya (3)).
- Bugiri District Local Government Contract Document for Procurement of Works: Consultancy Services for Survey, Design and Construction Supervision of 11No. Deep wells with Procurement reference Number: 504BUGI/Svc/16-17/00002, LOT 2 by LHM Groundwater Exploration and Geomapping Services Ltd, received by the CAO on 18/11/2016; (Iwemba (2); Buluguyi (3); Bulesa (3)); and Budhaya (3))
- Bugiri District LG Contract Document for the protection of springs with Procurement Reference Number 504Bugi/Wrks/16-17/00003 and Contractor as Gema Investments Ltd, Agreement signed with CAO on 06/12/2016; targeting Nankoma (3); Kapyanga (2) and Buwunga (1).
- Bugiri District LG Contract Document for supply of borehole spare parts LOT 2 with Procurement Reference Number 504BUGI/supp/16-17/00002 and Contractor as Ms Gema Investments Ltd., Agreement signed with CAO on 29/11/2016.
- Bugiri District LG Contract Document for drilling, casting and installation of 11No. Deep wells with Procurement Reference Number 504Bugi/Wrks/16-17/00002 for LOT 2 and Contractor as Maa Technologies (U) Ltd, Agreement signed with CAO on 04/01/2017 targeting Buluguyi (3); Bulesa (3); Iwemba (2) and Budhaya (3)).
- First Quarter Progress Report for FY 2016/17 submitted to the Permanent Secretary MoWE and received by DWD on 07/10/2016.

			<ul style="list-style-type: none"> <li>• Second Quarter Progress Report for FY 2016/17 submitted to the Permanent Secretary MoWE and received by DWD on 02/01/2017.</li> <li>• Third Quarter Progress Report for FY 2016/17 submitted to the Permanent Secretary MoWE and received by DWD on 30/03/2016.</li> <li>• Fourth Quarter Progress Report for FY 2016/17 submitted to the Permanent Secretary MoWE and received by DWD on 15/07/2016.</li> </ul>
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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>There is evidence of monitoring each WSS facilities annually as evidenced from the following documents with the DWO:</p> <ul style="list-style-type: none"> <li>• Borehole assessment report for 2015/16; 78 supervision visits carried out in the sub-counties of Kapyanga, Nabukalu, Iwemba, Buwunga, Muterere, Bulesa, Buluguyi, Bulidha, Nankoma and Budhaya, including collecting data on water sources and inspection of water points after construction; 100 old water sources are to be tested for quality to ascertain fitness for human consumption.</li> <li>• Bugiri District LG Inception and siting, design and drilling supervision of 11 deep wells of LOT 2 prepared by LHM Groundwater Exploration and Geomapping Services Ltd to the CAO through the DWO, dated 10/12/2016 with content for Budhaya (3); Bulesa (3); Buluguyi (3) and Iwemba (2).</li> <li>• Bugiri District LG Inception and siting, design and drilling supervision of 10 deep wells of LOT 1 prepared by LHM Groundwater Exploration and Geomapping Services Ltd to the CAO through the DWO, dated 05/11/2016 with content for Nabukalu (2); Kapyanga (3); Buwunga (4) and Iwemba (1).</li> <li>• A report by the Assistant Engineering Officer to DWO and CAO on data for boreholes drilled by both District and NGO GOAL (U) Ltd, dated 15/12/2017 with content for Buwunga (4), Nabukalu (2), Buluguyi (27), Bulesa (36) and Kapyanga (1 but more boreholes being drilled by funding from GOAL Uganda not yet included).</li> <li>• Monitoring Report for the month of January 2018 to CAO by the Assistant Engineering Officer (AEO), dated 01/02/2018 for 16No. new boreholes constructed by Galaxy.</li> <li>• Monitoring Report for the month of December 2017 to CAO by the DWO, dated 03/01/2018 for 15No.</li> </ul>
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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

15

new boreholes.

- Monitoring Report for the month of November 2017 to CAO by the DWO, dated 01/12/2017 for 10No. water sources.
- Monitoring Report for the month of October 2017 to CAO by the DWO, dated 02/11/2017 for 16No. water sources.
- Monitoring Report for the month of September 2017 to CAO by the DWO, dated 02/10/2017 for 13No. water sources.
- Monitoring Report for the month of August 2017 to CAO by the DWO, dated 04/09/2017 for 12No. water sources.
- Monitoring Report for the month of July 2017 to CAO by the DWO, dated 02/08/2017 for 10No. water sources.
- Monitoring Report for the month of May 2017 to CAO by the DWO, dated 31/05/2017 for 22No. water sources by GOAL and 2No water sources by World Vision.
- Monitoring Report for the month of April 2017 to CAO by the DWO, dated 28/04/2017 for projects implemented by MoWE that included a Solar Powered Mini piped water supply scheme constructed in Nabukalu Sub-county at Nabukalu Health Centre IV; a Valley tank constructed in Nabukalu Sub-county, and a Valley tank constructed in Iwemba Sub-county.
- Monitoring Report for the month of March 2017 to CAO by the DWO, dated 31/03/2017 for 11No. Water sources where both consultancy siting/supervision and Drilling, casting and installation are done by MAA Technologies Ltd and their supervisors.
- Monitoring Report for the month of February 2017 to CAO by the DWO, dated 28/02/2017 for 10No. Water sources done by KLR-Uganda Ltd and their supervisors.
- Monitoring Report for the month of January 2017 to CAO by the DWO, dated 30/01/2017 for 06No. Protected springs.
- Monitoring Report for the month of December 2016 to CAO by the DWO, dated 30/12/2016 for rehabilitation of 20No.boreholes by Hand Pump Mechanics Association (HPMA).
- Monitoring Report for the month of November 2016 to CAO by the DWO, dated 30/11/2016 for all

			<p>borehole sites proposed for drilling in the FY 2016/17.</p> <ul style="list-style-type: none"> <li>• Monitoring Report for the month of October 2016 to CAO by the DWO, dated 31/10/2016 for all borehole proposed for rehabilitation in the FY 2016/17.</li> <li>• Monitoring Report for the month of September 2016 to CAO by the DWO, dated 30/09/2016 to generate a confirmed list of 07No springs for protection in the FY 2016/17.</li> <li>• Monitoring Report for the month of August 2016 to CAO by the DWO, dated 31/08/2016 to ascertain functionality of the water sources in the FY 2016/17.</li> <li>• Monitoring Report for the month of July 2016 to CAO by the DWO, dated 29/07/2016 for monitoring of boreholes and protected springs constructed in FY 2015/16.</li> <li>• A report prepared by AEO to CAO on the 4-stance composite pit Latrine constructed at Muwayo Market Grounds in FY 2017/18.</li> <li>• A report by DWO to CAO, dated 03/04/2017 on rehabilitation of 32No. Boreholes.</li> <li>• Water quality report for First and Second Quarter for FY 2016/17 by DWO and Assistant District Health Officer to CAO, dated 30/12/2016 in which 50 water sources were tested.</li> <li>• Water quality report for Third and Fourth Quarter for FY 2016/17 by DWO and Assistant District Health Officer to CAO, dated 06/06/2017 in which 50 water sources were tested.</li> </ul> <p>Overall, the supervision and monitoring reports of each project matches with Over 95% of the monitoring plans for the facilities.</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>Yes, the LG has submitted accurate/consistent data for the FY 2017/18. The list of water facilities submitted for the FY 2017/18 (construction of one 4-stance composite VIP Latrine at Muwayo Market grounds; 16 Deep Borehole drilling (Hand pump); 40 borehole rehabilitations and 160 Water quality testing for old sources in the sector MIS, the Performance contract reports and in the OBT are accurate and consistent. The numbers of facilities tally with those filled in the procurement requisition forms.</p> <ul style="list-style-type: none"> <li>• Bugiri District Local Government Contract Document for Procurement of Works: Consultancy</li> </ul>

• 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

10

Services for Survey, Design and Construction Supervision of 08No. Deep wells with Procurement reference Number: 504BUGI/Svc/17-18/00001, LOT 1 by LHM Groundwater Exploration and Geomapping Services Ltd, received by the CAO on 21/11/2017; (Buwunga (4); Nabukalu (3); and Kapyanga (1))

- Bugiri District Local Government Contract Document for Procurement of Works: Consultancy Services for Survey, Design and Construction Supervision of 08No. Deep wells with Procurement reference Number: 504BUGI/Svc/17-18/00002, LOT 2 by LHM Groundwater Exploration and Geomapping Services Ltd, received by the CAO on 08/01/2018; (Iwemba (3); Budhaya (3)); and Kapyanga (2))

- Bugiri District LG Contract Document for construction of 4-stance composite latrine with a urinal at Muwayo Town Board in Buluguyi Sub-county with Procurement Reference Number 504/Bugi/Wrks/17-18/00003 and Contractor as Nkabi Investments Ltd, received by the CAO on 17/11/2017.

- Bugiri District LG Contract Document for drilling, casting and installation of 08No. Deep wells with Procurement Reference Number 504/Bugi/Wrks/17-18/00001 for LOT 1 and Contractor as Galaxy Agro Tech (U) Ltd, received by the CAO on 30/10/2017. (Buwunga (4); Nabukalu (3); and Kapyanga (1)).

- Bugiri District LG Contract Document for drilling, casting and installation of 08No. Deep wells with Procurement Reference Number 504/Bugi/Wrks/17-18/00002 for LOT 2 and Contractor as Galaxy Agro Tech (U) Ltd, received by the CAO on 30/10/2017. (Iwemba (3); Budhaya (3); and Kapyanga (2)).

- Bugiri District LG Contract Document for supply of borehole spare parts LOT 2 with Procurement Reference Number 504BUGI/SUPLS/17-18/00002 and Contractor as Ms Agola General Enterprises Ltd received by the CAO on 08/01/2018.

- Bugiri District LG Contract Document for supply of borehole spare parts LOT 1 with Procurement Reference Number 504BUGI/SUPLS/17-18/00001 and Contractor as Ms Gema Investments Ltd received by the CAO on 21/11/2017

- Annual Workplan/Budget for Bugiri DWSCG for FY2017/18, submitted to the Permanent Secretary MoWE and received by DWD on 23/06/2017 with content of 16 deep bore drilling; 40 borehole rehabilitation (inclusive of assessment, supervision allowances to district staff, facilitation to HPMs and

				purchase of spare parts); 160 Water quality surveillance; Construction of one 4-stance lined pit latrine at Muwayo Town Board with a Urinal and accompanying formation of sanitation committees; and EIA.
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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>	4	<p>The PDU had a file that contained the submitted list of all investment items from the DWO in the approved sector AWP and Budget on time. The DWO submitted a Water Department Annual Procurement Plan for FY 2017/18 to the CAO and the following are supporting documents;</p> <ul style="list-style-type: none"> <li>• Bugiri District LG Procurement Requisition LG PP Form 1 for supplies of borehole spare parts LOT 2 prepared by DWO on 08/08/2017 and received by CAO on 11/08/2017 with Procurement reference No.: Bugi/504/Supls/17-18/00002.</li> <li>• Bugiri District LG Procurement Requisition LG PP Form 1 for supplies of borehole spare parts LOT 1 prepared by DWO on 08/08/2017 and received by CAO on 11/08/2017 with Procurement reference No.: Bugi/504/Supls/17-18/00001.</li> <li>• Bugiri District LG Contract Document for supply of borehole spare parts LOT 1 with Procurement Reference Number 504BUGI/SUPLS/17-18/00001 and Contractor as Ms Gema Investments Ltd received by the CAO on 21/11/2017.</li> <li>• Bugiri District LG Contract Document for supply of borehole spare parts LOT 2 with Procurement Reference Number 504BUGI/SUPLS/17-18/00002 and Contractor as Ms Agola General Enterprises Ltd, received by the CAO on 08/01/2018.</li> </ul>
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The DWO has appointed Contract Manager and has effectively managed the WSS contracts

Maximum 8 points for this performance measure

• 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

2

- The CAO appointed the DWO as the Contract Manager who prepared the contract management plans for implementation of the WSS infrastructure projects as seen from a Letter of CAO dated .... for appointment of the DWO as the contract manager for all the Water Projects for the FY 2017/18

- There is evidence that monthly site visits were conducted for all the WSS infrastructure projects following the contract management plans as seen from for example the Contract Implementation Plan certified by the DWO for the period of 15/11/2016 to 04/07/2017 with procurement reference of 504Bugi/Wrks/16-17//00001 on Drilling, casting and Installation of 10No. Boreholes.

- Water quality report for First and Second Quarter for FY 2016/17 by DWO and Assistant District Health Officer to CAO, dated 30/12/2016 in which 50 water sources were tested.

- Water quality report for Third and Fourth Quarter for FY 2016/17 by DWO and Assistant District Health Officer to CAO, dated 06/06/2017 in which 50 water sources were tested.

Yes, Water and Sanitation facilities were constructed as per the designs.

- Four Hand pump Deep Boreholes (Ndifakulya DWD56978; Kayaigo DWD56407; Bulume DWD56406; and Kirongo DWD56979) were sampled and visited. The facilities were found to have been constructed as per designs and were all functioning well. The committee members of each facility were asked the numbers of pipes installed and households served, and these numbers were tarrying with the depth of installations as indicated in the Borehole drilling, pump testing and log sheet and information in the contract management files/records with the DWO.

- The sanitation facility visited was a 4-stance composite latrine constructed with a urinal at Muwayo Town Board in Buluguyi Sub-county was completed, having one separate stance with access ramp for PWDs; two stances for Females and One stance and Urinal for Males. This facility too was constructed according to the design.

- Even the Installation/record cards provided were filled in and stamped by the LC 1 Chairperson of the beneficiary community have specifications tarrying with the Borehole test pumping log sheets.

• If water and sanitation facilities constructed as per design(s): score 2

2

Yes, Water and Sanitation facilities were constructed as per the designs.

- Four Hand pump Deep Boreholes (Ndifakulya DWD56978; Kayaigo DWD56407; Bulume DWD56406; and Kirongo DWD56979) were sampled and visited. The facilities were found to have been constructed as per designs and were all functioning well. The committee members of each facility were asked the numbers of pipes installed and households served, and these numbers were tallying with the depth of installations as indicated in the Borehole drilling, pump testing and log sheet and information in the contract management files/records with the DWO.

- The sanitation facility visited was a 4-stance composite latrine constructed with a urinal at Muwayo Town Board in Buluguyi Sub-county was completed, having one separate stance with access ramp for PWDs; two stances for Females and One stance and Urinal for Males. This facility too was constructed according to the design.

- Even the Installation/record cards provided were filled in and stamped by the LC 1 Chairperson of the beneficiary community have specifications tallying with the Borehole test pumping log sheets.

Yes, contractors handed over all completed WSS facilities as seen in the written evidences of facility completion and payment in the Contract management file/records;

- KLR-Uganda Completion report for drilling, casting and installation of 10 deep boreholes in Bugiri district under LOT 1 for FY 2016/17.

- MAA Technologies (U) Ltd Borehole completion reports for 13 deep boreholes drilling, pump testing, casting and installation under procurement reference No.: 504BUGI/WRKS/16-17/00002 (LOT 2)

- Final inspection report for 10No. Drilled by KLR-Uganda Ltd prepared by the DWO and approval from the Chief Internal Auditor to CAO, dated 30/12/2016; Buwunga (4); Nabukalu (2); Kapyanga (3); and Iwemba (1) with recommendation that the payment to the consultant be effected for the works executed.

- Final inspection report for 08No. Boreholes supervised by LHM Groundwater Exploration &



<ul style="list-style-type: none"> <li>• If contractor handed over all completed WSS facilities: score 2</li> </ul>	<p>2</p>	<p>Geomapping Services Ltd by the DWO and approval from the Chief Internal Auditor to CAO, dated 08/01/2018; Iwemba (3); Budhaya (3); Kapyanga (1) with recommendation that the payment to the consultant be effected for the works executed.</p> <ul style="list-style-type: none"> <li>• Payment Certificate No. 1 dated 09/01/2017 of LHM Groundwater Exploration &amp; Geomapping Services Ltd for Contract No: 504 Bugi/Svc/17-18/00001 on Consultancy Services for survey, Design and Construction Supervision of 08No. Deep wells LOT 1; Start date 21/11/2017 to Estimated Date of completion 21/02/2018.</li> <li>• Payment Certificate No. 1 dated 09/01/2017 of LHM Groundwater Exploration &amp; Geomapping Services Ltd for Contract No: 504 Bugi/Svc/17-18/00002 on Consultancy Services for survey, Design and Construction Supervision of 08No. Deep wells LOT 2; Start date 21/11/2017 to Estimated Date of completion 21/02/2018</li> <li>• Payment Certificate No. 1 dated 04/01/2017 of LHM Groundwater Exploration &amp; Geomapping Services Ltd for Contract No: 504 Bugi/Wrks/16-17/00001 on Drilling, Casting and Installation of 10No. Boreholes by KLR-Uganda Ltd under LOT 1; Start date 15/11/2016 to Estimated Date of completion 15/02/2017</li> <li>• Final Payment Certificate No. 2 dated 14/09/2017 of KLR-Uganda Ltd for Contract No: 504Bugi/Wrks/16-17/00001 on Drilling, Casting and Installation of 10No Boreholes under LOT 1; Start date 15/11/2016 to Estimated Date of completion 15/02/2017.</li> <li>• Final inspection report for 10No. Boreholes drilled by KLR-Uganda Ltd prepared by the Asst. Eng. Officer and approval from the Chief Internal Auditor to CAO, dated 14/09/2017; Buwunga (4); Nabukalu (2); Kapyanga (3); and Iwemba (1) with recommendation that the payment to the consultant be effected for the works executed.</li> </ul>
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• If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2

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Yes, the DWO appropriately certified all WSS projects and prepared and filed completion reports with examples of Certificate sent together with payment requisition forms for facilities implemented in FY 2016/17, including but not limited to:

- Final inspection report for 08No. Boreholes supervised by LHM Groundwater Exploration & Geomapping Services Ltd by the DWO and approval from the Chief Internal Auditor to CAO, dated 08/01/2018; Buwunga (4); Nabukalu (2 one dry well); Kapyanga (1) with recommendation that the payment to the consultant be effected for the works executed.

- Final inspection report for 10No. Drilled by KLR-Uganda Ltd prepared by the DWO to CAO and approval from the Chief Internal Auditor, dated 30/12/2016 and with content of Buwunga (4); Nabukalu (2); Kapyanga (3); and Iwemba (1) with recommendation that the payment to the consultant be effected for the works executed.

- Final inspection report for 08No. Boreholes supervised by LHM Groundwater Exploration & Geomapping Services Ltd by the DWO to CAO and approval from the Chief Internal Auditor, dated 08/01/2018 with content of Iwemba (3); Budhaya (3); and Kapyanga (1) with recommendation that the payment to the consultant be effected for the works executed.

- Final inspection report for 10No. Boreholes drilled by KLR-Uganda Ltd prepared by the Asst. Eng. Officer and approval from the Chief Internal Auditor to CAO, dated 14/09/2017 with content of Buwunga (4); Nabukalu (2); Kapyanga (3); and Iwemba (1) and with recommendation that the payment to the consultant be effected for the works executed.

- Final Inspection report for 11No boreholes supervised by LHM Groundwater Exploration & Geomapping Services Ltd covering Buluguyi (3), Bulesa (3), Budhaya (3) and Iwemba (2); report certified by Assistant Engineering Officer and the Chief Internal Auditor ,dated 14/09/2017.

- Final Inspection report for 10No boreholes supervised by LHM Groundwater Exploration & Geomapping Services Ltd covering Buwunga (4), Nabukalu (2), Kapyanga (3) and Iwemba (1); report certified by Assistant Engineering Officer and the Chief Internal Auditor ,dated 14/09/2017.

7	<ul style="list-style-type: none"> <li>Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	<ul style="list-style-type: none"> <li>Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	3	<p>From the review of the contract files of four out of five projects undertaken in 2016/17 it was observed that the Water officer recommended payments to supplier on time for example:</p> <p>The contract to LHM Ground water for sitting and drilling supervision; an invoice was raised on 1/12/16 and DWO approved payment on 6th/12/16</p> <p>The contract to Galaxy Agrotech for borehole drilling; an invoice was raised on 20th/09/16 and DWO approved payment on 30th/09/16</p> <p>The contract to KLR (U) Ltd for drilling casting and installation; an invoice was raised on 19th/12/16 and DWO approved payment on 4th/1/17</p> <p>The contract to LHM Ground water for sitting and drilling supervision; an invoice was raised on 7th/2/17 and DWO approved payment on 9th/2/17</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"> <li>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</li> </ul>	0	<p>No, there is no evidence that the Department of Water submitted annual performance reports for all four quarters to the planner by Mid - July for consolidation.</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"> <li>• 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</li> <li>o If sector has no audit query score 5</li> <li>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</li> <li>If queries are not responded to score 0</li> </ul>	5	<p>From the review of audit reports the assessment team was not able to find specific queries raised for the Water Department</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"> <li>• 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</li> </ul>	3	<p>Yes, there is evidence that the Standing Committee on Production, Works, and Natural Resources met and discussed Water service delivery issues like sector performance.</p> <p>For example the committee met on 13th July 2016 and discussed issues presented by the District Water Officer on past sector performance and planned sector activities.</p> <p>Refer to committee meeting report developed for Quarter One FY 2016/2017 which was developed and signed by the Committee Chairperson Hon. Namadowa Yusuf Musa</p>
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		<ul style="list-style-type: none"> <li>Evidence that the water sector committee has presented issues that require approval to Council: score 3</li> </ul>	3	<p>Yes. The sector committee presented issues that require approval from council. Refer to District Council meeting held 20th Oct 2016.</p> <p>Under Minute 18/BDL/2016 the Chairperson of the Standing Committee for Production, Works, and Natural Resources presented a report to the fuller District Council for discussion. The report included among others Water Sector issues namely past sector performance and planned sector activities.</p> <p>This submission was extracted out of a standing committee meeting report for Quarter One FY 2016/2017 which was developed and signed by the Committee Chairperson Hon. Namadowa Yusuf Musa</p>
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"> <li>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</li> </ul>	2	<p>There were displays of information on the district notice boards (at the District Central Notice Board and the DWO Notice Board) regarding the AWP, budget and the Water Development grant releases and expenditures. There were also advocacy meetings held at Sub-counties regarding the AWP, budget and Water Development releases and expenditures. The AWP, budget and Water Development releases and expenditures are also available in files and records with the DWO and the PDU.</p>
		<ul style="list-style-type: none"> <li>All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2</li> </ul>	2	<p>From a sample of WSS projects checked (Ndifakulya DWD56978; Kayaigo DWD56407; Bulume DWD56406; and Kirongo DWD56979), it was found that all WSS projects were clearly labelled on the platform concrete casting indicating the name of the source (Village), the DWD Number, the date of construction, and the source of funding (DWSCG).</p>
		<ul style="list-style-type: none"> <li>Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2</li> </ul>	0	<p>No such information was displayed on the District Notice boards.</p>

12	<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1</li> </ul>	1	<p>Yes, the communities make applications for water sources and each application found in a file with the DWO, clearly spell out that in case of the offer, community contributions (of UGX 200,000 in case of Deep borehole; or UGX 45,000 in case of a spring well or a GFS tap stand; UGX 100,000 in cases of Shallow well or rehabilitation of a borehole or shallow well; and UGX 50,000 to 100,000 in case of a protected spring) have to be made within 2 weeks. During the visits to the four sampled facilities (Ndifakulya DWD56978; Kayaigo DWD56407; Bulume DWD56406; and Kirongo DWD56979) it was confirmed that for every community that received a facility, they actually made community contribution, set up WSC within 2 weeks from the village feedback meeting and fulfilled all other requirements.</p>
		<ul style="list-style-type: none"> <li>• Number of water supply facilities with WSCs that are functioning evidenced by collection of O&amp;M funds and carrying out preventive maintenance and minor repairs, for the current FY: score 2</li> </ul>	2	<p>For each of the four water supply facilities visited (Ndifakulya DWD56978, Kayaigo DWD56407, Bulume DWD56406, and Kirongo DWD56979), the WSCs were found to be well constituted of 7 to 9 members and were active (i.e. conduct regular meetings, collecting UGX1000 per household per month for carrying out O&amp;M, preventive maintenance and minor repairs).</p>

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"> <li>• 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</li> </ul>	2	<p>Yes, there is evidence that Environmental screening (as per templates) were followed for the new and old boreholes and Public Latrines in RGCs in selected Sub-counties in Bugiri District for the FY 2016/17 and FY 2017/18; and the screening results were included in the BOQs to be used by the contractors in drilling, test pumping, construction, casting and installation, and rehabilitation as well as in supervision and monitoring by the consultant/Supervisor. There was an Environment screening report dated 02/11/2016 for water sources, prepared by the District Environment Officer as the Initial Environmental Examination (IEE) or Baseline information of all water sources in the FY 2016/17. There was also a Report dated 30/03/2017 submitted by the District Environmental Officer to the CAO on environmental compliance monitoring of water projects undertaken by the district for FY 2016/17 with Environmental and Social Management plan.</p>
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		<ul style="list-style-type: none"> <li>• Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1</li> </ul>	1	No evidence was adduced or seen to this effect since no serious environmental incidences were ever encountered or noticed.
		<ul style="list-style-type: none"> <li>• Evidence that construction and supervision contracts have clause on environmental protection: score 1</li> </ul>	1	There was an Environmental clause in the Technical Specifications: "Care must be taken in the handling and storage of all drilling fluids, oils, greases and fuel on site, to avoid an environmental degradation. The contractor shall dispose of any toxic materials, drilling fluid and other additives, cuttings and discharged water in a manner approved by the supervisor so as not to create damage to public and private property, and shall adhere to the set of "Environmental Guidelines for drilling and test pumping operation" issued to him by the employer. The contractor's adherence to these guidelines will be closely monitored by the supervisor, and any infringement by the contractor may render unacceptable the particular portion of the works to which it applies. The Contractor shall ensure that all his personnel are aware of these environmental guidelines and the consequences of not adhering to them".
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"> <li>• If at least 50% WSCs are women as per the sector critical requirements: score 3</li> </ul>	0	The facilities sampled and visited did not meet the sector critical requirements of women on the WSCs to be at least 50%. For the facilities visited, the composition of women on the WSCs of Ndifakulya DWD56978 was 2/7; Kayaigo DWD56407 was 4/8; Bulume DWD56406 was 4/7; and Kirongo DWD56979 was 3/9.

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"> <li>• If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3</li> </ul>	3	<p>The sanitation facility visited at Muwayo Town Board was constructed in FY 2016/17 with funding by the DWSCG and it has four stances with a urinal. There is a ramp for facility access by PWDs and a separate stance for PWDs, male and female with proper labelling to show the gender sides.</p>
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