



LGPA 2017/18

Accountability Requirements

Buhweju District

(Vote Code: 610)

Assessment	Compliant	%
Yes	5	83%
No	1	17%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.	xxx	The LG submitted the Final Performance Contract to MoFEP on July 31st, 2017, receipt serial number 4009	No
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).	xxxxxx	The LG budget submitted to MoFPED was accompanied by a procurement plan. It is in soft copy like other documents in OBT. From the inventory during submission of the draft budget on 27th /6/2017 to the MoFED it included the procurement plan too.	Yes
Assessment area: Reporting: submission of annual and quarterly budget performance reports			
LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)	xxxxxx	The LG submitted the Annual Performance Report for the previous FY on 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015). An acknowledgment receipt serial number 0848 of report submission from MoFPED dated 31st/7/17 was available	Yes

<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)</p>	<p>xxxxxx</p>	<p>LG has submitted the quarterly budget performance report for all the four quarters. Receipts seen for all quarters are as below:</p> <p>Q1 dated 1st /12/2016 receipt serial number 3958</p> <p>Q2 dated 1st /2/2017 receipt serial number 0267</p> <p>Q3 dated 8th /5/2017 receipt serial number 0685</p> <p>Q4 dated 31 /7/2017 receipt serial number 0848.</p> <p>Buhweju district submitted all the four quarters of the previous FY; PFMA Act, 2015)</p>	<p>Yes</p>
<p>Assessment area: Audit</p>			
<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p>	<p>xxxxxx</p>	<p>The Local Government submitted status on implementation of recommendations of 2015/16 on letter dated 24th February 2017 and received in MOFPED on 1st.March 2017.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxxx</p>	<p>Unqualified opinion as per Auditor General's report of 2016/17 submitted on 29th December 2017 (page224)</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Buhweju District

(Vote Code: 610)

Score 68/100 (68%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality; and (ii) all Town Councils in a District are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a municipality/district has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 2. <hr/> <ul style="list-style-type: none"> • All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2. 	<p>0</p> <hr/> <p>0</p>	<p>There was no evidence that Buhweju district LG has a functional Physical Planning Committee</p> <hr/> <p>The LG neither has a physical planning committee nor a physical plan to implement; new infrastructure investments are not approved as required.</p>
2	<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p>			<p>Priorities in the approved AWP for FY 2017/18 are derived from the outcomes of the budget conferences eg the one held on 30/11/2016</p> <p>Health;</p> <ul style="list-style-type: none"> • Construction and renovation of existing health centre structures in sub counties AWP page 40 and in the Budget Conference Report (BCR) page 4 • Supply of medical supplies to all the health centres, AWP page 38 and BCR page 4 <p>Education;</p> <ul style="list-style-type: none"> • Construction of 5 stances VIP latrines in 7 primary schools, AWP page 42 and Budget Conference Report, page4 • Completion of 3 classroom blocks in 4 primary schools, AWP page 42 and in the BCR page 4 <p>Water;</p> <ul style="list-style-type: none"> • Construction of piped water supply system ,

<ul style="list-style-type: none"> • Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. 	<p>2</p>	<p>AWP pages 49-50 and in the BCR page 4</p> <ul style="list-style-type: none"> • Extension of piped water , AWP pages 49-50 and in the BCR page 4 • Protection of water springs, AWP page49 and in the BCR page 4 • Home improvement campaign for improved sanitation and hygiene, AWP page 20-21, and BCR page 4 • Construction of public rain water harvest tanks AWP page 50 and in the BCR page 5 <p>Natural resources</p> <ul style="list-style-type: none"> • Wetland restoration at Kanyabukanja in Rwegwe Sub County, AWP page 51 and BCR page 5 • Tree planting at district Headquarters for protection and demarcation of the district land, AWP page 50, BCR page 5 • Sensitization on protection of environment AWP page 51 and BCR page 5 <p>Production</p> <ul style="list-style-type: none"> • Construction of veterinary facilities (Mini-Laboratory, AWP page 37-38 and BCR page 5 <p>Roads/Works</p> <ul style="list-style-type: none"> • Maintenance of district feeder roads in all sub counties (214kms) page 77 AWP and page 4 BCR • Periodic maintenance of community access roads 80kms, AWP page77 and BCR page 4
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• 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

Buhweju district capital investments in the approved annual work plan for the current FY are derived from the approved five-year development plan as shown below

Education;

- Construction of 5 VIP latrines in 7 primary schools AWP page 42 and in the DDP page 121
- Completion of 3 classroom blocks in 4 primary schools, AWP page 42 and in the DDP page 123

Water;

- Construction of piped water supply system (GFS at Karemba) AWP page 49-50 and DDP page 93
- Extension of piped water and rehabilitation of water supply system, AWP page 49-50 and DDP page 75
- Protection of 5 water springs, AWP page 49 and DDP page 107
- Construction of public rain water harvest tanks AWP page 50 and DDP page 90

Health

- Construction and renovation of HCs in sub counties, AWP page 40 and DDP page 125

Production

- Construction of veterinary facilities (Mini-Laboratory phase II at Nsiika Town Council, AWP page 37-38 and DDP page 137

Roads/Works

- Maintenance of district feeder roads in all sub counties (214kms) page 19 AWP and DDP page 56

Periodic maintenance of community access roads 80 kms, AWP page 77 and DDP page 49

		<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1. 	1	Buhweju LG developed project profiles and were presented to TPC and discussed in a meeting held on 3rd / 2/2017 under Min: TPC/68/2017. The profiles seen are elaborate, for all projects and follow the format; they include work plan, M&E strategy, M&E plan, and EIA and mitigation plan.
3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> • Annual statistical abstract, with gender disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum 1 point. 	1	Buhweju LG compiled a statistical abstract 2016/17FY, dated October, 2017. Abstract was presented to TPC on 3rd /10/2016 under Min: TPC 38/2017. It included gender disaggregated data: male and female, rural and urban population, by LLG, page 9 &11, etc.
4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>			<p>From the Annual Budget Performance Report, the infrastructure projects implemented by the LG were derived from the AWP and budget approved by the LG examples are captured below:</p> <p>Roads and Engineering</p> <p>Periodic road maintenance of community access roads 80 kms</p> <p>Budget 35,928,000</p> <p>Actual 35,928,000= 100% completion Q4 report page 48</p> <p>District road maintenance 214kms (221kms additional 7kms)</p> <p>Budget 395,706,000</p> <p>Actual 395,706,000 = 100% completion Q4 report page 48</p> <p>Water</p> <p>Construction of 5 springs (Mabanga, Katara, Muyenga, Nyakahanga and Kyanika</p> <p>Budget 12,000,000</p> <p>Actual 12,000,000 = 100% completion Q4 report page 52</p> <p>Construction of Piped water system (Rutehe GFS Phase II)</p>

• 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

Budget 265,858,000

Actual 265,858,000 = 100% completion Q4 report page52

Construction of public rain water harvest tanks at Katiba and Rutunga

Budget 15,000,000

Actual 15,000,000 = 100% completion Q4 report page 94-95

Education

Education Classroom construction and rehabilitation (Nyakitoko, Katiba, Ryamujuni, and Kayanja)

Budget, 16,817,000

Actual 16,817,000 =100% completion Q4 report page84

VIP latrine Construction at (Nyakaziba, Rukiri, Kamukaki,Rubengye, Kankara, Kyankanda, Kyenjogyera, Mushasha, Mutanoga)

Budget 120,152,000

Actual 120,152,000 = 100% completion Q4 report page84-85

Health

Construction of staff house at Burere HCIII

Budget 200,796,000

Actual 300,000,000 = 100% completion Q4 report page 82

Supplementary (Revised) budget approved added UGX 100,000,000 (from Presidential pledge to make it UGX 300,000,000) refer to Council sitting on 9th/11/2016; Min.58/2016/17 which approved the revised budget.

Production

Construction of min –Vet Laboratory at Nsiika Ward, Nsiika Town Council

Budget 30,241,000

Actual 30,241,000 = 100% completion Q4 report page 76

<p>• 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</p>	<p>4</p>	<p>From the Annual Budget Performance Report for FY 2016/17 investment projects implemented were completed as per work plan by end of FY</p> <p>Roads and Engineering</p> <p>Periodic road maintenance of community access roads 80 kms</p> <p>100% completion Q4 report page 48 and AWP page 88</p> <p>District road maintenance 214kms (221kms additional 7kms)</p> <p>100% completion Q4 report page 48 and the AWP page 88</p> <p>Water</p> <p>Construction of 5 springs (Mabanga, Katara, Muyenga, Nyakahanga and Kyanika</p> <p>100% completion Q4 report page 52 and AWP page 91</p> <p>Construction of Piped water system (Kayonza GFS Phase I)</p> <p>100% completion Q4 report page52 and page 91 of AWP</p> <p>Construction of public rain water harvest tanks at Katiba and Rutunga</p> <p>100% completion Q4 report page 94-95, page 54 of the AWP</p> <p>Education</p> <p>Education Classroom construction and rehabilitation (Nyakitoko, Katiba, Ryamujuni, and Kayanja)</p> <p>100% completion Q4 report page84, page 45 of the AWP</p> <p>VIP latrine Construction at (Nyakaziba, Rukiri, Kamukaki,Rubengye, Kankara, Kyankanda, Kyenjogyera, Mushasha, Mutanoga)</p> <p>100% completion Q4 report page84-85, Page 45 of the AWP</p> <p>Health</p> <p>Construction of staff house at Burere HCIII</p>
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			<p>100% completion Q4 report page 82, and page 82 of the AWP</p> <p>Production</p> <p>Construction of min –Vet Laboratory at Nsiika Ward, Nsiika Town Council</p> <p>100% completion Q4 report page 76, and page 78 of the AWP</p>
5	<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects and assets during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<p>• Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of</p>	<p>Roads and Engineering</p> <p>Periodic road maintenance of community access roads 80 kms</p> <p>Budget 35,928,000</p> <p>Actual 35,928,000= 100% completion Q4 report page 48</p> <p>District road maintenance 214kms (221kms additional 7kms)</p> <p>Budget 395,706,000</p> <p>Actual 395,706,000 = 100% completion Q4 report page 48</p> <p>Water</p> <p>Construction of 5 springs (Mabanga, Katara, Muyenga, Nyakahanga and Kyanika</p> <p>Budget 12,000,000</p> <p>Actual 12,000,000 = 100% completion Q4 report page 52</p> <p>Construction of Piped water system (Rutehe GFS Phase II)</p> <p>Budget 265,858,000</p> <p>Actual 265,858,000 = 100% completion Q4 report page52</p> <p>Construction of public rain water harvest tanks at Katiba and Rutunga</p> <p>Budget 15,000,000</p> <p>Actual 15,000,000 = 100% completion Q4 report page 94-95</p> <p>Education</p> <p>Education Classroom construction and</p>

	<p>original budget: score 2</p>		<p>rehabilitation (Nyakitoko, Katiba, Ryamujuni, and Kayanja)</p> <p>Budget, 16,817,000</p> <p>Actual 16,817,000 =100% completion Q4 report page84</p> <p>VIP latrine Construction at 5 schools</p> <p>Budget 120,152,000</p> <p>Actual 120,152,000 = 100% completion Q4 report page84-85</p> <p>Health</p> <p>Construction of staff house at Burere HCIII</p> <p>Budget 200,796,000</p> <p>Actual 300,000,000 = 100% completion Q4 report page 82</p> <p>Supplementary (revised) budget approved added UGX 100,000,000 (from Presidential pledge to make it UGX 300,000,000) refer to Council sitting on 9th/11/2016; Min.58/2016/17, which approved the revised budget.</p> <p>Production</p> <p>Construction of min –Vet Laboratory at Nsiika Ward, Nsiika Town Council</p> <p>Budget 30,241,000</p> <p>Actual 30,241,000 = 100% completion Q4 report page 76</p>
	<p>• Evidence that the LG has budgeted and spent at least 80% of O&M budget for infrastructure in the previous FY: score 2</p>	<p>0</p>	<p>There was no evidence that Buhweju district budgeted and spent at least 80% of O&M budget for infrastructure in the previous FY</p>
<p>Assessment area: Human Resource Management</p>			

6	LG has substantively recruited and appraised all Heads of Departments	<ul style="list-style-type: none"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	2	All the HODs were appraised as per the guidelines issued by MoPS(07 had complete performance agreements and reports signed by CAO and 02 completed appraisal forms since they assigned HODs position at the end of the FY 2016/2017)
	Maximum 5 points on this Performance Measure.	<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	0	<p>The staff establishment 2017/2018 recommends for 09 HODs positions. Only one position was substantively filled in addition to the DCAO appointed by MoPS.</p> <ul style="list-style-type: none"> The Education Officer appointed under Min No.20/2012(CR/DE/0037)
7	The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY. Maximum 4 points on this Performance Measure	<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for recruitment have been considered: score 2 	0	<p>83 positions were declared to DSC in FY 2016/2017</p> <ul style="list-style-type: none"> 04 in a letter dated 7th Feb 2017(CR/152/2) 17 on 2nd June 2017 and 59 on 3rd June 2017 <p>The DSC considered 32 positions during that FY</p> <ul style="list-style-type: none"> 20 staff were appointed during the DSC meeting held on 7th June 2017 and 12 during the meeting held from 4- 7 April 2017. <p>There was no evidence of consideration of the remaining declared positions.</p>
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	The CAO recommended 72 staff for confirmation in the FY 2016/2017. All the staff recommended were considered in the same FY (Extracted Minutes of the DSC meeting held for 8-9 Feb 2017 and 7th June 2017)
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	No cases were submitted for disciplinary action in the FY 2016/2017

8	Staff recruited and retiring access the salary and pension payroll respectively within two months	<ul style="list-style-type: none"> Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	3	According to the available evidence, 32 staff were recruited in the FY 2016/2017. All the staff accessed the salary payroll not later than two month after retirement. Appointments were effective 1st July 2017 and all had accessed salary payroll by August 2017(Ref: July and August Pay roll)
	Maximum 5 points on this Performance Measure.	<ul style="list-style-type: none"> Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	0	29 staff were retired in the FY 2016/2017(Pension and gratuity estimate 2016/2017) 16 accessed the pension payroll the same FY, but not within two months and 13 have not accessed.

Assessment area: Revenue Mobilization

9	The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)	<ul style="list-style-type: none"> If increase in OSR from previous FY but one to previous FY is more than 10% : score 4 points If the increase is from 5 -10% : score 2 point If the increase is less than 5% : score 0 points. 	4	<ul style="list-style-type: none"> The OSR Revenue for 2016/17 was Uganda Shillings 116,882,426 and the previous year it was 93,038,049. This is an increase of Shs 23,844,377 equivalent to 26% increase as per Annual Financial statements (Page 9, 10 and12).
10	LG has collected local revenues as per budget (collection ratio)	<ul style="list-style-type: none"> If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10% : then 2 points. If more than +/- 10% : zero points. 	0	<ul style="list-style-type: none"> The Budgeted Revised Revenue was Ugx 104,503,850 and the Actual collection as per Annual Financial statements of 2016/17 (Page 14 & 15) was 116,882,426 which is a 118% performance. THIS is 18% over collection which most likely mean poor forecasting hence under budgeting Income

11	<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	2	<ul style="list-style-type: none"> The LG is Categorised by LGA 85 (2) “ In rural areas, revenue shall be collected by the Sub county councils and a sub county council shall retain 65%, or any other higher percentage as the district council may approve , of the revenue collected by it and pass the remaining percentage over to the district.” Local Revenue (Page 17, 18 & 29) Annual Financial Statements was 116,882,426 i.e. 100% and 65% = 75,973,577 was retained by the Sub Counties and 35% = 40,908,849 was retained by the District.
		<ul style="list-style-type: none"> Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	2	<p>The Local Revenue for r FY 2015/16 (Page 10) was 93,038,049 and 20% is 18,607,609.</p> <p>Statutory Expenses of 317,253,194 (Page 10) includes the following to be deducted:</p> <p>Less : Salaries Political & Excom: 89,856,00</p> <p>Less : Ex Gratia : 78,862,000</p> <p>Less : Transfers from GOU : 82,494,750</p> <p>Total = 251,212,750</p> <p>Therefore Local Revenue component of statutory Bodies expenditure is (317,253,194-251,212,750) = 66,040,444.</p> <p>This is more than 18,607,609, however the LG has a letter from MOLG, REF: ADM/F/75/102 dated 11th October 2016 authorizing them to spend 61,654,000 as per Regulation 4A of the First schedule of the LGA. With this letter the LG was within the Authorized range.</p> <p>This works out as follows:</p> <p>(18,607,609 + 61,654,000) = 80,261,609</p> <p>80,261,609-66,040,444 = 14,221,165</p> <p>The 14,221,165 is the cut ion, hence compliant.</p>
Assessment area: Procurement and contract management				

12

The LG has in place the capacity to manage the procurement function

Maximum 4 points on this performance measure.

- Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2

0

The position of Senior Procurement Officer (SPO) substantially filled in FY 2016/17 as shown in the appointment letter on promotion dated 20th June 2016 under District Service Commission (DCS) Minute No: 37 DSC (1) 2017(8).

However, the position of Procurement Officer was not substantially filled.

<ul style="list-style-type: none"> Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	1	<p>There was evidence that TEC produced and submitted reports to the Contracts Committee (CC) in FY 2016/17.</p> <p>For example;</p> <ul style="list-style-type: none"> Evaluation report dated 10th October 2016 for the Construction of 5 stance VIP latrine in 5 primary schools (<i>Proc Ref No: BUHW 610/WRKS/2016-2017/00001</i>) was submitted to CC. TEC recommended Richat Partners Ltd as the best evaluated bidder to be awarded the contract at UGX 109,278,750 VAT inclusive. Evaluation report dated 10th October 2016 for the Construction of Kayonza Gravity Flow Scheme (GFS) Phase III (<i>Proc Ref No: BUHW 610/WRKS/2016-2017/00003</i>) was submitted to CC. TEC recommended Richo Investments Ltd as the best evaluated bidder to be awarded the contract at UGX 264,900,186 VAT inclusive. Evaluation report dated 10th October 2016 for the Rehabilitation of Rutehe 1 Gravity Flow Scheme (GFS) (<i>Proc Ref No: BUHW 610/WRKS/2016-2017/00005</i>) was submitted to CC. TEC recommended Visa tech Ltd as the best evaluated bidder to be awarded the contract at UGX 49,721,598 VAT inclusive. Evaluation report dated 10th October 2016 for the Completion of Construction of Veterinary lab (<i>Proc Ref No: BUHW 610/WRKS/2016-2017/00002</i>) was submitted to CC. TEC recommended Mutuzi Albert Construction Ltd as the best evaluated bidder to be awarded the contract at UGX 103,037,600 VAT inclusive. <p>Evaluation report dated 7th October 2016 for the Supply of 3 Rain Water Harvesting Tanks (RWHTs) (<i>Proc Ref No: BUHW 610/WRKS/2016-2017/00006</i>) was submitted to CC. TEC recommended NIJ Engineering & Consultancy Company Ltd as the best evaluated bidder to be awarded the contract at UGX 14,908,800 VAT inclusive.</p>
		<p>There was evidence in the procurement files and minutes of Contracts Committee (CC), that the recommendations from TEC were considered. For example,</p>

		<ul style="list-style-type: none"> • Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	1	<ul style="list-style-type: none"> • Minute No: 03/CC/16-17/004 dated 19th October 2016 indicated that the Contracts Committee approved of recommendation from TEC to award the contract for Construction of 5 stance VIP latrine in 5 primary schools (<i>Proc Ref No: BUHW 610/WRKS/2016-2017/00001</i>) to Richat Partners Ltd at UGX 109,278,750 VAT inclusive. The number of latrines was reduced from 6 to 5 during negotiations hence the cost from UGX 131,134,500 to UGX 109,278,750. • Minute No: 05/CC/16-17/003 dated 12th October 2016 indicated that the Contracts Committee approved of recommendation from TEC to award the contract for the Construction of Kayonza Gravity Flow Scheme (GFS) Phase III (<i>Proc Ref No: BUHW 610/WRKS/2016-2017/00003</i>) to Visa Tech Ltd as the best evaluated bidder at UGX 49,721,598 VAT inclusive. • Minute No: 07/CC/16-17/003 dated 12th October 2016 indicated that the Contracts Committee approved of recommendation from TEC to award the contract for the Construction of Kayonza Gravity Flow Scheme (GFS) Phase III (<i>Proc Ref No: BUHW 610/WRKS/2016-2017/00003</i>) to Richo Investments Ltd as the best evaluated at UGX 264,900,186 VAT inclusive. • Minute No: 04/CC/16-17/003 dated 12th October 2016 indicated that the Contracts Committee approved of recommendation from TEC to award the contract for Construction of Completion of Construction of Veterinary lab (<i>Proc Ref No: BUHW 610/WRKS/2016-2017/00002</i>) to Mutuzi Albert Construction Ltd at UGX 103,037,600 VAT inclusive. • Minute No: 06/CC/16-17/003 dated 12th October 2016 indicated that the Contracts Committee approved of recommendation from TEC to award the contract for Supply of 3 Rain Water Harvesting (RWH) Tanks (<i>Proc Ref No: BUHW 610/WRKS/2016-2017/00006</i>) to NIJ Engineering & Consultancy Company Ltd as the best evaluated bidder at UGX 14,908,800 VAT inclusive.
13	The LG has a comprehensive Procurement and			The Procurement and Disposal Plan (PDP) for the current FY 2017/18 signed by the CAO and submitted to PPDA covered all

Disposal Plan covering infrastructure activities in the approved AWP and is followed.

Maximum 2 points on this performance measure.

- a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2

2

infrastructure projects in the approved AWP/B for FY 2017/18. For example;

- Construction of 5 stance VIP latrines in 9 primary schools (i.e. Nyakiziba, Rukiri, Rubegye, Kamukaki, Kankara, Kyankonda, Kyenjogyera, Mushasha, & Mutanoga) was in the PDP and page 42 of the AWP/B for 2017/18 under the education sector.
- Completion of classroom at 4 Primary Schools (i.e. Nyakitoko, Ryamujuni, Katiba & Kayanja) was indicated in the PDP 2017/18 and on page 42 of the AWP 2017/18 under the education sector.
- Construction of GFS at Karembe in Burere S/C was in the PDP 2017/18 and also seen on page 49-50 of the approved AWP 2017/18 under the water sector.
- Road maintenance (District roads) totalling to 214 km was in the PDP 2017/18 and also seen on page 46 of the approved AWP 2017/18 under the road sector.

In addition, the LG also adhered to the procurement plan) for FY 2016/17. For example, a Sample of 5 actual procurements listed below indicated inclusion of infrastructure activities in the PDP 2016/17 and AWP/B for 2016/17.

- Rehabilitation of Rutehe 1 Gravity Flow Scheme (GFS) (*Proc Ref No: BUHW 610/WRKS/2016-2017/00005*) was in the PDP 2016/17 and also seen on page 55 of the approved AWP 2016/17 and page 23-24 of the Budget.
- Construction of Kayonza Gravity Flow Scheme (GFS) Phase III (*Proc Ref No: BUHW 610/WRKS/2016-2017/00003*) was in the PDP 2016/17 and also seen on page 55 of the approved AWP 2016/17 and page 23-24 of the Budget.
- Construction of Rainwater Harvesting tank (RWH) at Katara P/S & Rwanyamabare HC III in Rutunga P/S was in the PDP 2016/17 and also seen on page 54 of the approved AWP 2016/17 and page 23-24 of the Budget.
- Construction of 5 protected springs and a spring tank (*Proc Ref No: BUHW 610/WRKS/2016-2017/00004*) was in the PDP 2016/17 and also seen on page 55 of the approved AWP 2016/17 and page 23 of the

				<p>Budget.</p> <ul style="list-style-type: none"> • Construction of 5 stance VIP latrine in 5 primary schools (<i>Proc Ref No: BUHW 610/WRKS/2016-2017/00001</i>) was in the PDP 2016/17 and also seen on page 45 of the approved AWP 2016/17 and page 19 of the Budget. • Completion of Construction of Veterinary lab (<i>Proc Ref No: BUHW 610/WRKS/2016-2017/00002</i>) was in the PDP 2016/17 and also seen on page 37 of the approved AWP 2016/17 and page 13 of the Budget.
14	<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p>	<ul style="list-style-type: none"> • For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2 	0	<ul style="list-style-type: none"> • The procurement files (Bid documents) for infrastructure projects for FY 2017/18 were not provided to the LGPA team by the PDU. According to the Senior Procurement Officer (SPO), the procurement files/documents had been submitted to the PPDA Regional Office in Mbarara district for an Audit/Scrutiny. Therefore bid documents could not be reviewed & verified to inform calculation of the indicator value.
	<p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	2	<p>The Contracts Register was updated and there was evidence of completed procurement activity files for FY 2016/17. For example, the following completed infrastructure project were included in the Contracts Register.</p> <ul style="list-style-type: none"> • Construction of 5 stance VIP latrine in 5 primary schools (<i>Proc Ref No: BUHW 610/WRKS/2016-2017/00001</i>). • Construction of 5 protected springs and a spring tank (<i>Proc Ref No: BUHW 610/WRKS/2016-2017/00004</i>). • Construction of Kayonza Gravity Flow Scheme (GFS) Phase III (<i>Proc Ref No: BUHW 610/WRKS/2016-2017/00003</i>). • Rehabilitation of Rutehe 1 Gravity Flow Scheme (GFS) (<i>Proc Ref No: BUHW 610/WRKS/2016-2017/00005</i>). • Completion of Construction of Veterinary lab (<i>Proc Ref No: BUHW 610/WRKS/2016-2017/00002</i>).

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

2

There was evidence that Buhweju district adhered to procurement thresholds as shown in the Contracts Register and Procurement files [i.e. LGPP form (1)] and PDP. For example, the value of all projects and the procurement methods used were within the thresholds recommended by PPDA. A sample of 5 infrastructure projects was considered and it showed that all bids below UGX 50,000,000 were procured using selective bidding while those worthy at least UGX 50,000,000, Open domestic bidding was used. Framework contract was used on projects under the Force Account. For example,

- Construction of 5 stance VIP latrine in 5 primary schools (*Proc Ref No: BUHW 610/WRKS/2016-2017/00001*) awarded to Richat Partners Ltd at UGX 109,278,750 VAT inclusive. Open Domestic Bidding was applied.
- Supply of 3 Rain Water Harvesting (RWH) Tanks (*Proc Ref No: BUHW 610/WRKS/2016-2017/00006*) awarded to NIJ Engineering & Consultancy Company Ltd as the best evaluated bidder at UGX 14,908,800 VAT inclusive. Selective Bidding was applied.

15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2 	0	<p><u>Not all</u> works projects implemented in FY 2016/17 were appropriately certified (completion certificates were not on the procurement file) for all projects based on technical supervision.</p> <p>Only Inspection reports & Interim/Final payment certificates were seen on file signed by the District Engineer & AWO where applicable. For example,</p> <p>i. Interim/Final payment certificate for construction of 5 springs at Katane, Kyakahanga, & Kyanika, etc was on file.</p> <p>ii. Interim/Final payment certificate for construction of Kayonza GFS Phase III in Burere S/C was on file.</p> <p>iii. Interim/Final payment certificate for the construction of Rainwater Harvesting tank (RWH) at Katara P/S & Rwanyamabare HC III in Rutunga P/S was seen on file.</p> <p>A Practical Completion certificate dated, signed and stamped by the District Engineer & Supervising Officer (Superintendent of Works) for each completed infrastructure project was no file.</p>
		<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	0	<p><u>Not all</u> the works projects for FY 2017/18 were labelled (Site Boards) indicating the actual contract value.</p>
Assessment area: Financial management				

16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	4	<ul style="list-style-type: none"> All the 16 Bank Accounts in Stanbic Bank had all been reconciled up to date (July to December 2017).
17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	2	<ul style="list-style-type: none"> From Payments register for 2016/17, and from the sample made on payments, Education Sector: The sample of payments worth 236,420,000 at Mushashe Primary School for Latrines and Works at Butaare Technical College, were paid on time in a period not exceeding 2 days. Waters Sector: Payment in respect of Protected springs, Gravity Water, Rain water harvesting Tanks worth 3352,962,342 were made on time in a period not exceeding one day
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3. 	3	<ul style="list-style-type: none"> The LG has a substantial Principal Internal Auditor. He was appointed 21st July 2011 and was confirmed by Mbarara DSC minute NO/32/06/2011 (XIII) All Quarterly Audit reports for the previous financial year produced and were submitted to the relevant offices.

		<ul style="list-style-type: none"> Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries: score 2. 	2	<p>The LG has provided information to LG PAC and subsequently in the last Quarter of October - December 2017 have discussed 5 reports from the Internal Auditors reports.</p> <p>Namely: Bitsya Sub county Auditor General Report 2012/2013</p> <p>Issues in Kalungu sub county & Nsiika Town Council for year 2011/2012</p> <p>The PAC is not up to date as the appointments are delayed at the Political level. Though they have already discussed the Internal Audit reports for the whole of 2015/16.</p>
		<ul style="list-style-type: none"> Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1 	1	<p>The reports were submitted to the Chairman / Speaker on the following dates Quarter 1. 20/10/2016, Quarter 2. 15/3/2017, Qtr.3 19/5/2017 and Qtr. 4. 23/8/2017. They were copied and received by the Auditor General, LGPAC, MOLG, RDC, Internal Auditor General, MOFPED & CAO.</p>
19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	4	<ul style="list-style-type: none"> The Asset register is updated as per format in the Accounting Manual. All Non-Current Assets shown on page 7, 23 & Note 8 page 32 of the Financial Statements for the period ended 30th June 2017 were verified from the Asset Register.
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	<ul style="list-style-type: none"> Unqualified Opinion for the FY 2016/17. (Page 224 Auditor General Report on 29th December 2017)

Assessment area: Governance, oversight, transparency and accountability

<p>21</p>	<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>	<p>2</p>	<p>Council is functional and discusses service delivery issues; for example:</p> <ul style="list-style-type: none"> • Council sitting on 24/05/2017 Minute 87/2016/17 Approval of annual Work plan and Budget for FY 2017/18; Min 86/2016/17, Presentation of sector reports- social services-Health, Education CBS, Finance, Works, Production, Administration and Water • Council of 22/2/2017 Min 80/2016/17- presentation of sector committee reports: social services-Health, Education, CBS, Administration Finance, Works, Production, and Water • Council sitting 21/12/2006; Min 69/2016/17: Approval of LGPAC and Min 70/2016/17 for the HCIV management committee • Council sitting on 9/11/2016: Min 56/2016/17: Presentation of sector reports social services-(Health, Education, CBS), Finance and Administration; Works,Water and Production • Council sitting on 27/9/2017 Min 14/2017/18: Presentation of sector reports social services-(Health, Education, CBS), Finance and Administration; Works,Water and Production; and Min 16/2017/18 discussion of the state of the District affairs presented by the DEC
<p>22</p>	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2. 	<p>2</p>	<ul style="list-style-type: none"> • There is evidence that the CAO designated Mr. Kamukama Lawrence (who is Clerk to council) to handle issues of transparency and accountability including coordinating response to feedback from Citizens. The letter is dated 10/08/2014, ref: CR/154/1; signed by the CAO directing to carry out the following duties; • Organise Barraza meetings in all Sub counties • Report on Barraza proceedings, and • Organise feedback on grievances or any issues as raised in the meetings in the respective sectors

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>	<p>2</p> <p>0</p> <p>0</p>	<p>Buhweju district published information on the notice board include: staff pay roll and pensioner payment schedule payment made in December 2017 and Jan,2018</p> <p>The LG procurement plan, awarded contracts and amounts are not published on the noticeboard</p> <p>“N/A. The Central Government did not conduct the Annual Performance Assessment for LGs in 2016/17”.</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>	<p>1</p>	<p>There was evidence that the District communicated and explained guidelines, circulars and policies issued by the national level to LLGs: a letter was available by the CAO dated 2nd November 2016, explaining the key timelines of the Budget Cycle, and requesting LLGs to convene Committee meetings to prepare work plans as per the priorities. Another Letter to Sub Counties and Town Councils, communicating the New Planning Guidelines and inviting them for an orientation on how to use the guidelines. Another communication Ref CR/154/1 was done on 30/08/2016 to all LLGs communication the IPFS and grants allocations to the LLGs for the FY 2016/17 to all Sector heads, Sub County Chiefs and Town Clerks.</p>

• 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.

1

There was evidence that the district last FY conducted discussions in form of a baraza with the public to provide feed-back on status of activity implementation. A meeting was held at Karungu sub County, on 21/4/2017 and involved all Heads of Departments (HoDs) and Sub County Chiefs. The Meeting was attended by RDC, Mr. Turyabagyenyi Emmy Katera, LCV Chairperson, Parish Chiefs, TPC members, LCI & II Chairpersons, SMCs, HMCs, VHTs, Head teachers, private sector, Opinion leaders etc

Assessment area: Social and environmental safeguards

The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles

Maximum 4 points on this performance measure.

• Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2.

2

There was evidence that the GFP provided guidance and support to sector departments on how to mainstream gender into their activities within FY FY2016/17. For example,

- In FY 2016/17, CBS prepared quarterly workplans & presented them to the standing committee/TPC for discussion in the budget conference and approval. CBS developed an Annual Workplan for FY 2016/17 and FY 2017/18 indicating activities under each sub sector in CBS. For example in FY 2016/17, CBS planned to conduct quarterly and annual review meetings on sector performance with CDOs.

Reports that were seen on file in Buhweju District LG are listed below:

- A report on training of Infrastructure Road Management Committee (IRMCs) in gender mainstreaming and other crosscutting issues. The trained IRMCs were for the following projects (i) Coffee APF in Nyakishojwa-Rwenge-Mpanga-kansinde road; (ii) Bitsya HCII-Kakuto road. A total of 9 IMCs were trained. The report was dated 31st December 2016 submitted to CAO by the Acting DCDO.
- A report on follow-up & Rejuvenation of Tap stand committees of Rwamwanja Gravity Flow Scheme (GFS) in Engaju S/C dated 30th December 2017. It was submitted to CAO by the Assistant District Water Officer in charge of Mobilisation designated to mainstream gender in water sector. The GFS were; (i) *Omutungunga TC*; (ii) *Teete*; (iii) *Festo tap*; and (iv) *Kashunga CoU tap*.

CBS Report for the 1st Quarter 2016/17 dated 4th October 2016 that was submitted to CAO by the acting DCDO. It indicated achievement of CBS in the first quarter.

		<ul style="list-style-type: none"> • Evidence that gender focal point has planned activities for current FY to strengthen women's roles and that more than 90% of previous year's budget for gender activities has been implemented: score 2. 	0	<p>There was evidence that the LG gender focal person (GFP) planned activities to strengthen women roles in FY 2017/18 as shown in the approved AWP & Budget for FY 2017/18, and the quarterly i.e 1st, 2nd , 3rd & 4th Quarters.</p> <p>Out of the actual total expenditure of UGX 177,129,866 by CBS, in FY 2016/17, UGX 103,809,866 was spent on gender activities as per the final approved AWP & budget for FY 2016/17 and also as indicated in the final accounts for 2016/17. Hence representing 58.61 percent (inclusive of non-wage) for CBS department. This percentage is less than 90 percent.</p>
26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • 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 	0	<p>All infrastructure projects implemented in FY 2016/17 <u>were not</u> screened for environmental mitigation measures. ESSF forms were not on file. This was attributed to lack of a specific budget line, by the user departments, to facilitate the process of screening projects by the Environment Officer. Infrastructure project are funded using Conditional Grants which do not cater for environment screening. This activity is mainly done using local revenue which is inadequate at district level!</p>

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

1

Buhweju district Local Government integrated environmental and social management plans in the contract bid documents/BoQs for 5 infrastructure projects sampled. For example:

- Bid documents/BoQs for the Construction of 5 stance VIP latrine in 5 primary schools (*Proc Ref No: BUHW 610/WRKS/2016-2017/00001*) provided for environmental mitigation measures. Under Item (F), provide for re-shaping of the ground to match existing ground estimated at UGX 50,000. Under Item (G) provide for grass at least 10 times as shall be directed by the supervisor in order to reduce the effect of erosion. Estimated at UGX 100,000.
- Bid documents/BoQs for the Construction of 5 protected springs and a spring tank (*Proc Ref No: BUHW 610/WRKS/2016-2017/00004*) provided for environmental mitigation measures. For example, Item 1A6- Provide for re-shaping of the ground to match existing ground after construction at UGX 50,000. Item 1A.7- Provide for planting of grass or trees as shall be directed by the supervisor in order to reduce the effect runoff.
- Bid documents/BoQs for the Construction of Kayonza Gravity Flow Scheme (GFS) Phase III (*Proc Ref No: BUHW 610/WRKS/2016-2017/00003*) provided for environmental mitigation measures under Item 11. For example, plant a live fence around the structure.
- Bid documents/BoQs for the Rehabilitation of Rutehe 1 Gravity Flow Scheme (GFS) (*Proc Ref No: BUHW 610/WRKS/2016-2017/00005*) provided for environmental mitigation measures under Item D. For example, provide for re-shaping of the ground to match existing ground. Provide for planting of trees or grass as shall be directed by the supervisor in order to reduce the effects on the environment. Estimated at UGX 50,000.
- Bid documents/BoQs for Completion of Construction of Veterinary lab (*Proc Ref No: BUHW 610/WRKS/2016-2017/00002*) provided for environmental mitigation measures under Item 1.03 estimated at UGX 100,000.

		<ul style="list-style-type: none"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	0	<p><u>Not ALL</u> completed infrastructure projects were implemented on land where Buhweju district LG has proof of ownership (e.g Land title or agreement).</p> <p>For example, Completion of Construction of Veterinary lab (<i>Proc Ref No: BUHW 610/WRKS/2016-2017/00002</i>) was on government land but without a land title.</p> <p>In addition, there was also no evidence/proof on file in form of Agreement or MoU between Buhweju District DLG and the Foundation Bodies that own land where Buhweju DLG constructed a 5 stance VIP latrine in 5 primary schools in FY 2016/17.</p>
		<ul style="list-style-type: none"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer: score 2 	0	<p><u>Not All</u> completed implemented projects had Environmental and Social Mitigation Certification Form completed and signed by the Senior Environmental Officer (SEO) or Environment Officer.</p> <p>In other words, Environmental and Social Mitigation Certification Forms for completed infrastructure projects were not in place/not seen on file.</p>



LGPA 2017/18

Educational Performance Measures

Buhweju District

(Vote Code: 610)

Score 61/100 (61%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human Resource Management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4 	4	<p>The LG has budgeted for a Head teacher and a minimum of 7 teachers per school according to Performance contract CR/154/1 signed by CAO on 27/6/2017 and PS/ST on 31/7/2017. The budgeted amount is Shs 2,506,304,724</p> <p>The LG has deployed a Head teacher and a minimum of 7 teachers in the 53 public primary schools as per the list of schools and Staff lists as of December 2017.</p> <p>In the sample of schools visited, at Karambi (rural) there was 1 Head teacher and 12 teachers for the 630 (296M 334F) pupils. In Nsiika, there is a Head teacher and 9 teachers for the 404 (196 M 2018 F) pupils. In Kayanja, there is 1 Head teacher and 10 teachers for 581 (314F 267M) pupils</p>
2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has filled the structure for primary teachers with a wage bill provision o If 100% score 6 o If 80 - 99% score 3 o If below 80% score 0 	0	<p>LG has not substantially recruited all primary school teachers with a wage bill provision.</p> <p>The approved structure in the LG Performance Contract indicates 672 teachers. Filled posts are 452 according to the staff registers</p> <p>This represents a 67.3% filling of the structure for primary teachers with a wage bill provision.</p>

3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	0	<p>The approved structure provides for 2 Inspectors. Sabiiti George Patrick is in place as Senior Inspector</p>
4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of Primary Teachers: score 2</p>	2	<p>The following positions were included in the recruitment plan submitted to HRM; 23 Head teachers, 36 Deputy Head teachers, 30 Education Assistants and 120 Education Assistants II as per letter dated 20/6/2017</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>The positions of 2 School Inspectors were included in the recruitment plan dated 20/6/2017</p>

5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3</p>	3	<p>The district had 01 Inspector of schools during the FY 2016/2017. The appraisal was completed and signed by the CAO on July 18, 2017(CR/DE/10203)</p>
		<p>Evidence that the LG Education department appraised head teachers during the previous FY. • 90% - 100%: score 3 • 70% - 89%: score 2 • Below 70%: score 0</p>	0	<p>The district had a total of 53 primary school head teachers in the FY 2016/2017.10% sample (05 was taken) and all the head teachers didn't not have performance agreements and reports on file(CR/E/1248, CR/E/1445, CR/E/1360, CR/E/1106 and CR/E/1052)</p>

Assessment area: Monitoring and Inspection

6	<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<p>• 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</p>	1	<p>The LG Education Department has communicated all policies, guidelines and circulars issued at national level in 2016/17. The circulars, guidelines and policies circulated included the guideline on Unlicensed and Unregistered private primary schools of 16/1/2016, the guideline on Teacher Support Supervision under cover letter dated 30/6/2017, and the 2017 Comprehensive Education and Sports sector data collection exercise issued on 10/3/17 under ref ADM/282/137/02. These were communicated on both 6th and 16/6/2017, 6/11/2017, and 27/4/2017 respectively.</p>
		<p>• Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level, including on school feeding: score 2</p>	2	<p>The LG had held meetings with Head teachers to explain and sensitise them on guidelines, circulars and policies issued by the national level on 20/12/2017 and 10/11/2016 and in attendance were 76 Head teachers and 10 Centre Coordinating Tutors respectively (for guideline on Teachers Support Supervision</p>

7	<p>The LG Education Department has effectively inspected all private and public primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all private and public primary schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> 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. 	6	<p>A total of 285 inspections were carried out in 2016/17 by the LG. In all there are 123 (53 public and 70 private) primary schools The expected inspections would be 369 (123X3) inspections if each school had been visited on a termly basis. Therefore, on average 285 out of 369 inspections were made representing 77.3% expected inspections.</p> <p>In the sample of schools visited the schools had been visited by Inspectors as follows :- Karambi was inspected on 26/4/2017 and 18/7/2016. Nsiika was inspected on 3/5/2017 and 20/3/2017. For these two inspections copies of inspection reports were available. The visitors' book however showed Inspectors had been at the school on 10/8/2016, 2/2/2017, 2/4/2017, and 13/6/2017. At Kayanja, there were no copies of inspection reports for the period under review, although the visitors' book indicated inspectors had visited the school on 6/3/2017, 2/12/2016, and 2/11/2016.</p>
8	<p>LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	4	<p>There is evidence of departmental meetings discussing inspection reports and using reports to make recommendations for action. For example on 8/7/2016 under Min 4/16, the department discussed the report from the inspector and took action on recruitment of teachers, preparations for team inspections, summoning of teacher Pius Bwesigye of Bisya P.S on lesson planning. On 16/8/2016 under Min 3/16 the department discussed the issue from the Inspectors Report; closure of schools not meeting the minimum standards.</p>

		<ul style="list-style-type: none"> Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	0	<p>DES Inspection Reports matrix of submissions indicated LG had submitted school Inspection Reports and Accountabilities for Q3 FY 2016/17 only.</p> <p>Acknowledgement letter by DES indicated submission of only Q4 and this was acknowledged on 21/12/2017.</p>
		<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up: score 4 	4	<p>The recommendations have been followed-up and used for corrective action. For example team inspections closed 16 unlicensed / unregistered private schools</p>
9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> List of schools which are consistent with both EMIS reports and OBT: score 5 <p>Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> Enrolment data for all schools which is consistent with EMIS report and OBT: score 5 </p>	0	<p>LG has not submitted accurate / consistent data with EMIS data obtained from MoES. LG shows a total 123 (53 public and 70 private) primary schools while MoES EMIS shows a total of 107 schools</p> <p>LG has not submitted enrolment data for all schools consistent with EMIS report and OBT. LG indicates a total enrollment of 34,508 (16,572 M 17,936 F) while MoES EMIS shows a total of 30,361 (14,614 M 15,747 F) pupils</p>
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"> 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 	2	<p>Committee responsible for education sat on 22/2/2017 and discussed service delivery issues including addressing inequitable distribution of primary schools in all parishes, and closure of unregistered and unlicensed private schools.</p> <p>Council approved sector implementation Plan on 10/5/2017 under Min 26/2017</p>

		<ul style="list-style-type: none"> Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	2	<p>On 22/2/2017 the education committee presented for approval request s for the following; permission to transport pupils to Kapchorwa district for mountain climbing athletics at national level, and the kick-starting of LARA programme in the district.</p>
11	<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO) • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80% schools: score 0</p>	5	<p>All primary schools have functional School Management Committees. They held the 3 mandatory meetings per year. In five randomly selected school files at the DEO's office, the following schools had held SMCs as follows;</p> <p>Kibimba on 22/2/2017, 7/6/2017 and 18/10/2017. In Katiba the SMC meetings were held on 6/10/2017, 14/6/2917, and 14/3/2017. At Bushozi the meetings were held on 23/2/2017, 15/6/2017, and 26/9/2017. At Kyankanda the SMC meetings were held on 18/2/2017, 18/6/2017 and 8/10/2017, while at Nyakabiiba the meetings were held on 18/10/2017, 8/6/2017, and 2/3/2017. In all cases of SMC meetings, Head teachers' reports are presented and discussed.</p> <p>In the visited schools, Karambi (rural) held SMC meetings on 26/9/2017, 8/6/2017, and 16/2/2017. In Nsiika, the meetings were held on 13/10/2017, 19/6/2017, and 4/4/2017. In Kayanja, the SMC meetings had taken place on 29/9/2017, 13/5/2017, and 25/2/2017. Head teachers' reports had been presented and discussed in all the meetings.</p>

12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3 	3	<p>There was evidence on the DEO's noticeboard and the main notice board that the LG had publicised all schools receiving non-wage recurrent grants.</p> <p>In the visited schools, at Karambi the non-wage recurrent grants were displayed in the Head teacher's office. In term III, 2017, Shs 2,122,123 had been received. In Nsiika they were displayed in the Head teacher's office as well as the reception office, while in Kayanja, the non-wage recurrent grants were displayed in the Head teacher's office and Shs. 1,065,000 had been received in term III of 2017.</p>
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Assessment area: Procurement and contract management

13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	4	<p>The sector had submitted procurement requests for all investment items in the approved sector annual work plan and budget on 15/4/2016 before the 30th April 2017 deadline. The procurement request covered five 5-stance VIP latrines valued at Shs 109,919,250 to be constructed at the Nyakaziba, Nyakitoko, Kyankanda, Rubengye, and Bitsya primary schools.</p>
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14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<ul style="list-style-type: none"> From the Contract samples, all the Classroom Contracts have a duration of four months and payment requests and certificates of Project worth 236,403,000 Ugx in respect to schools and Technical college, It was established payments were made on time. Not exceeding two days period from the day the payment of request was made.
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Assessment area: Financial management and reporting

15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>The annual performance report for the previous year was submitted to the Planner on 29/7/2017 after the prescribed date of mid-July</p>
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16	<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points o If all queries are not responded to score 0 	2	<ul style="list-style-type: none"> The Sector had 1 query about the poor state of the 32 UPE schools in the District during the financial year. Schools Sampled :Nyakahita , Katembe, Kyankande, Rwamwamja, Rubengye, Nsiika, Nyakishojwa and Nyigabiro P/S Poor Toilet Facilities, poor classroom structures and lack of Accommodation for teachers. This was noted by Management but there is still shortage of funds to execute this exercise.
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Assessment area: Social and environmental safeguards

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc...: Score 2 <ul style="list-style-type: none"> • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 <ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	<p>2</p> <p>2</p> <p>1</p>	<p>The LG Education department in consultation with the gender focal person disseminated gender guidelines in a meeting held at Nsiika P.S on 18/10/2016 under Min 5/2016 and 63 Head teachers were in attendance.</p> <p>The LG Education department in consultation with the gender focal person disseminated sanitation guidelines in a meeting held at Nsiika P.S on 18/10/2016 under Min 5/2016 and 63 Head teachers were in attendance.</p> <p>Guidelines on gender composition on SMCs have been met. The guideline states that at least 30% of the SMC members representing the Foundation body shall be female.</p> <p>In visited schools the following females on SMCs are from the Foundation body; Edith Kyogabirwe and Joyce Aryeija (Karambi P.S), Sylvia Musinguzi and Agnes Muhangi (Nsiika P.S), and, Sylvia Mwesigye and Joy Mwesigye (Kayanja P.S)</p>
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 3: 	<p>3</p>	<p>LG Education department in collaboration with Environment department issued guidelines on environment management in a meeting held at Nsiika P.S on 18/10/2016 under Min 5/2016 and 63 Head teachers were in attendance. The Head teacher at Nsiika confirmed he had attended a workshop in Mbarara on 29/11/2017 on tree-planting and seedlings had been distributed. In Kayanja, planting of eucalyptus and pine trees had taken place, and an environment club established in the school.</p>



LGPA 2017/18

Health Performance Measures

Buhweju District

(Vote Code: 610)

Score 43/100 (43%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human resource planning and management				
1	<p>LG has substantively recruited primary health workers with a wage bill provision from PHC wage</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health workers with a wage bill provision from PHC wage for the current FY • More than 80% filled: score 6 points, • 60 – 80% - score 3 • Less than 60% filled: score 0</p>	6	<ul style="list-style-type: none"> • Wage bill provides for 189 positions in the health sector • Of these, 100 positions are filled • 89 positions are still vacant as at the time of assessment • Actual staffing level for the health sector is at 52.9% • There is a job advertisement in the New Vision Newspaper of 6th February 2017 on Page 52 for 81 positions. • The recruitment process is on going • Adding actual positions and those being recruited would bring the total staffing to 181 which is 95.8%
2	<p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p>	4	<ul style="list-style-type: none"> • An approved recruitment plan of FY2017/2018 for 81 positions was submitted to CAO on 12th May 2016 and was approved on the same day

3	<p>The LG Health department has ensured that performance appraisal for health facility in charge is conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the health facility in-charge have been appraised during the previous FY: o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0</p>	8	<p>The District had 01 HCIV and 03 HC IIIs in the FY 2016/2017</p> <p>The HCIV and HCIII In-charges completed appraisal forms signed by CAO and DHO respectively(CR/DE/10311, CR/DE/0097, CR/DE/10200 and CR/DE/10247)</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>	<p>• 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</p>	0	<p>• The health worker deployment lists seen at the sampled facilities does not match with those at the DHO office</p> <p>Karungu HCIII –DHO-14 HC-12</p> <p>Bitsya HIII DHO-4 HC-4</p> <p>Nsiika HCIV DHO-27 HC-35</p>

Assessment area: Monitoring and Supervision

5

The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities

Maximum 6 for this performance measure

• Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3

3

• There is a stock card that tracks the distribution of the Uganda clinical guidelines 2016 to all facilities in the District

• Otherwise there is use of email to forward all key communications to the in charges

• At the sampled facilities, the following guidelines were found

• Essential medicines 2016 at Karungu HCIII

• At Bitsya HCII there was immunization practice 2017

• At Nsiika HCIV there was Integrated Disease surveillance 2012, Essential Maternal Care 2016, PHC Grant Management 2015/2016, Guidelines for Laboratory Hub 2017

• Policy on Public Private Partnership in Health 2012

• Evidence that the DHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3

0

• The meetings held at the district do not include in charges of facilities

The LG Health Department has effectively provided support supervision to district health services

Maximum 6 points for this performance measure

Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3

0

- The DHT undertakes an overall integrated support supervision for all the health facilities in the District

- Supervision was done only twice as per the reports dates 30th March 2017 for second quarter and 23rd April 2017 for third quarter.

- There was no supervision in the first and fourth quarter.

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

0

- The DHT undertakes an overall integrated support supervision for all the health facilities in the District

- Supervision was done only twice as per the reports dates 30th March 2017 for second quarter and 23rd April 2017 for third quarter.

- There was no supervision in the first and fourth quarter.

7	<p>The Health Sub-district(s) have effectively provided support supervision to lower level health units</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that health facilities have been supervised by HSD and reports produced: • If 100% supervised score 6 points • 80 - 99% of the health facilities: score 4 • 60 - 79% of the health facilities: score 2 • Less than 60% of the health facilities: score 0</p>	0	<ul style="list-style-type: none"> • Nsiika HCIV has a mandate to supervise the 12 health units under their jurisdiction • Supervision was done only twice as per the reports dates 12th April 2017 for third quarter and 20th June 2017 for fourth quarter. • There was no supervision in the first and second quarter.
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"> • Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4 	0	<ul style="list-style-type: none"> • DHT meetings do not discuss findings of supervision reports • The only minutes available for a DHT meeting that was held on 14th November 2017 did not include any discussions about supervision findings.

		<ul style="list-style-type: none"> • Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	6	<ul style="list-style-type: none"> • Recommendations are usually given on spot and written in the log book when supervision is being done at the facility. • At Karungu HCIII on 29/1/18 on page 284818 the DHO recommended to organise EPI and complete the micro plans, on 23/2/17 on page 284816 there was a recommendation to supplement passive surveillance with the active system as well • At Bitsya HCII on 29/1/18 page 284010 the recommendation was to clear the compound and remove the cob webs
9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data regarding: o List of health facilities which are consistent with both HMIS reports and OBT: score 10 	0	<ul style="list-style-type: none"> • HMIS has 15 facilities while OBT has 12

Assessment area: Governance, oversight, transparency and accountability

10

The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council

- Evidence that the council committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2

2

- The council meeting on 24th May 2017 under Min 87/2016/2017 approved the FY2017/2018 budget including the health sector budget of Ugx 965,050,000/=

Maximum 4 for this performance measure

- Evidence that the health sector committee has presented issues that require approval to Council: score 2

2

- Council meeting on 24/05/17 under minute 86/2016/2017 there was presentation of sectoral reports which included health that presented the need to procure a scan machine at 26 million as well as payment for the retention of Bihanga maternity ward
- In another council meeting on 9th November 2016 under Minute 58/2016/2017 presentation of sectoral committees: It was agreed to use the presidential pledge of 200 million for the construction of a staff house at Butare HCIII

11	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 5 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> • If 100% of randomly sampled facilities: score 5 • If 80-99% : score 3 • If 70-79%: : score 1 • If less than 70%: score 0 	0	<ul style="list-style-type: none"> • None of the facilities had held at least 4 of the mandatory meetings • At Karungu HCIII the book for the minutes was missing • AT Bitsya HCII, there were no meetings held in FY 2016/2017. The last meeting had been held on 23rd March 2016 with a follow up meeting more than a year later on 19th April 2017 • At Nsiika HCIV, there were no meetings in the first and second quarter while the other meetings were held on 12/04/17 and 20/06/17
12	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 3 	0	<ul style="list-style-type: none"> • 2 out of the 3 sampled facilities had displayed their PHC grants • Nsiika HCIV and Bitsya HCII had their PHC grants displayed on the notice board • Karungu HCIII do not display their PHC grants on the public notice board.
Assessment area: Procurement and contract management				

13	<p>The LG Health department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 	0	<ul style="list-style-type: none"> • The health department did not prepare a procurement plan citing that there were no capital items budgeted for in FY2017/2018
		<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	<ul style="list-style-type: none"> • Only one PP1 for could be traced. It was for vehicle repair prepared and approved on 3rd May 2017
14	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time: • 100% - score 8 • 70-99% – score 4 • Below 70% - score 0 	8	<ul style="list-style-type: none"> • Nsiika HCIV directly deals with NMS through the online system under code HF1183 with a FY17/18 medicines procurement plan dated 6th march 2017 • Karungu HCIII and Bitsya HCII use the PUSH method where their requests are submitted to DHO office for processing with NMS. The centres all had current delivery notes from NMS
15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points 	0	<ul style="list-style-type: none"> • No development funds for the last two financial years and hence no payments made to the suppliers. Funds available for Wage and Non-Wage recurrent expenditure.

Assessment area: Financial management and reporting

16	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>Q1 – 28/11/16</p> <p>Q2 – 15/01/17</p> <p>Q3 – 27/04/17</p> <p>Q4 – 28/07/17 was the date of submission of FY2016/2017 annual report to the planner. This was beyond the mid July standard</p>
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</p> <ul style="list-style-type: none"> 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 	2	<ul style="list-style-type: none"> The Sector had 3 Queries during the FY. (i) Obsolete lab equipment at Nsiika HC IV. (ii) Faulty solar batteries at Maternity Wing Nsiika HC IV (iii) 2 Health workers, a Nurse & Midwife appointed by Health Service Commission but no budget funding for them at the District and thus not on payroll though they are on duty working. Current status is that the LG has replaced the lab equipment and batteries so these are functional. LG waiting for funds from the MOH to put the 2 staff on the payroll.

Assessment area: Social and environmental safeguards

18	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2 	2	<ul style="list-style-type: none"> • All 3 out of 3 sampled units have at least 30% composition of females • Nsiika HCIV – 3F, 9M • Karungu HCIII – 2F, 5M • Bitsya HCII – 3F, 2M
		<ul style="list-style-type: none"> • Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2 	0	<ul style="list-style-type: none"> • No guidelines could be traced at any of the 3 sampled health facilities
19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<ul style="list-style-type: none"> • Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points. 	0	<ul style="list-style-type: none"> • No guidelines could be traced at any of the 3 sampled health facilities



LGPA 2017/18

Water & Environment Performance Measures

Buhweju District

(Vote Code: 610)

Score 70/100 (70%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: score 10 	10	<ul style="list-style-type: none"> According to MoWE data, Buhweju district has a safe water coverage of 52%. The district has 7 sub-counties which include; Karungu 50%, Burere 43%, Behanga 69%, Bitsya 57%, Nyakishana 43%, Rwengwe 87% and Engaju 30%. In the FY 2017/18 water projects planned like construction of 14 protected springs and Construction of 3 Rain Water Harvesting Tanks target sub-counties of Karungu, Burere, Nyakishana and Engaju which have coverage below district average.
2	<p>The LG Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY: score 15 	15	<ul style="list-style-type: none"> In FY 2016/17 implemented water projects included construction of 5 protected springs in Karungu(1), Nyakishana(1), Enganju(1), Burere(1) and Behanga(1). Construction of Kayonza GFS in Burere sub-county; construction of one spring tank in Rwengwe sub-county, Rehabilitation of Rutehe I Gravity Flow Scheme in Behanga sub-county and construction of 3 Rain water harvesting tanks in Enganju, Karungu and Nyakishana sub-counties. During the implementation of 2016/17 water projects, all sub-counties below district average were considered. This was attributed to strict adherence to National guidelines that stipulates giving priority to sub-counties below district average during allocation and implementation.
Assessment area: Monitoring and Supervision				

3	<p>The LG Water department carries out monthly monitoring and supervision of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the LG Water department has monitored each of WSS facilities at least annually. • If more than 95% of the WSS facilities monitored: score 15 • 80 - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60 - 69% monitored: score 5 • 50 - 59%: score 3 • Less than 50% of WSS facilities monitored -score 0</p>	10	<ul style="list-style-type: none"> • For the 5 major implemented water projects in FY 2016/17 supervision and inspection was conducted and the following reports made. • Dated 28th/06/2017, supervision report on water projects implemented in FY2016/2017 compiled by DWO and addressed to CAO • Inspection report dated 28th /04/2017 on progress of construction of Kayunza GFS addressed to CAO. The report clearly indicated activities done, status and recommendations by the District Water Officer. • Works,Roads,Water,Natural resources and Production committee report on achievements and challenges on water and sanitation dated 31st/10/2016. The report detailed locality, source, technology applied and source of funding. • Inspection and supervision report on Tap-stand construction of Ruteche Gravity Flow Scheme dated 28th/02/2017
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>	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Review of Performance contract clearly showed the projects to be implemented. These projects include protection of 14 springs, 3 RWHTs,protection of 1 spring tank at kyamika, construction of 1 GFS at Karembe water source in Bihanga and rehabilitation of Rwamwanja GFS. The above projects are exactly reported in submission report to the MoWE. Similar numbers where applicable for instance for springs and accurate locality for implementation in all reports.
Assessment area: Procurement and contract management				

5	<p>The LG Water department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	0	<ul style="list-style-type: none"> According to the approved Procurement and Disposal plan FY 2017/2018, the water department submitted requests by 25th/08/2017. This was way beyond the stipulated time by LG PPDA regulations.
6	<p>The DWO has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If the DWO prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	0	<ul style="list-style-type: none"> M/S Eng. Twinamatsiko Dickson was appointed by CAO as project manager for rehabilitation of Rutehe GFS in Bihanga sub-county in FY 2016/17 in accordance to LG PPDA regulations 119. However, contract management plan was not in place and there was no evidence that site meetings were held between contractor and project manager to ensure effectiveness.
		<ul style="list-style-type: none"> If water and sanitation facilities constructed as per design(s): score 2 	2	<ul style="list-style-type: none"> WSS projects were constructed as per design for example construction of springs was done according to technical specifications in the BOQs. There was call to build concrete head wall and base, establish diversion channels, planting of live fence, planting of water friendly and suitable grass and labelling of completed projects.
		<ul style="list-style-type: none"> If contractor handed over all completed WSS facilities: score 2 	0	<ul style="list-style-type: none"> Water projects were implemented and some issued with completion certificates like construction of Kayonza GFS phase III, the contractor M/S Richo Investments Ltd did not make a hand over report to the district. It was the same case with all projects that were implemented in the period under review.

		<ul style="list-style-type: none"> • If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	0	<ul style="list-style-type: none"> • The District Water Officer issued completion certificates for example to Richo Investments Ltd for the construction of Kayonza GFS phase III in Burere sub-county. • Completion certificate for the construction of 3 Rain water harvesting tanks at KataraP/S, Rwanyamabare HCII and Rutnga P/S to NIJ Engineering and consultancy co Ltd on 10th/07/2017 • Certificate of completion of the construction of 5 protected spring tanks to VIJOCOI Ltd on 31st/01/2017. • However, no completion report was found on any of the reviewed project files.
7	<ul style="list-style-type: none"> • Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<ul style="list-style-type: none"> • Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<ul style="list-style-type: none"> • From the Contract samples, all the Water Project Contracts have a duration of six to ten months and payment requests and certificates of a Springs, Gravity Water and rain harvesting Projects worth 352,962,342 Ugx, It was established payments were made on time. Not exceeding two days period from the day the payment of request was made.
Assessment area: Financial management and reporting				
8	<p>The LG Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	5	<p>The water department submitted the annual performance report for FY 2016/2017 in time as evidenced below;</p> <p>Fourth quarter report was submitted on 14th/07/2017</p> <p>Third quarter report submitted on 06th/04/2017</p> <p>Second quarter report on 13th/01/2017</p> <p>First quarter on 12th/10/2017</p>

9	<p>LG Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 5 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	3	<ul style="list-style-type: none"> • The Sector had one query for payment of unverified water Project at Rutete Gravity and Kayunza in Birere sub county worth 313,000,000 Ugx(value for money) although the works were certified by other technical staff. This was an administrative omission that has now been resolved.
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Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	3	<p>The committee on Works,Roads,Production and Natural Resources held a meeting on 03rd/10/2016; UNDER Min5:2016-2017: Presentation of of sector committee reports-The committee learnt that Rwamwanja GFS source was washed away and it instructed the District Water Officer to further inspect the place and come up with a concrete report to that effect.</p>
		<ul style="list-style-type: none"> • Evidence that the water sector committee has presented issues that require approval to Council: score 3 	3	<p>Buhweju District Local Government Council that sat on 9th/11/2016 under Min58/2016/17FY: presentation of sectoral committee reports XV: Sectoral committee chairperson reported to council the status of Rwamwaja GFS source status and council resolved that the District Water Officer comes up with a comprehensive report on the matter. Council also approved construction of a water harvest tank at at Kasharara Primary School.</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"> • 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 <ul style="list-style-type: none"> • All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 <ul style="list-style-type: none"> • Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	<p>0</p> <p>2</p> <p>0</p>	<ul style="list-style-type: none"> • By the time of assessment, the AWP, Budget and Water Development grant releases & expenditure were not displayed on the district notice board as per PPDA Act. • There were no reports or minutes of advocacy meeting conducted <ul style="list-style-type: none"> • All WSS projects (protected springs and GFS) were clearly labelled indicating project name, contractor, date of completion, funding and financial year of construction. For example, Kijonjo protected spring constructed by VIJOCOI Ltd with DWSCG as source of funding. The labels were clear on the headwall. <ul style="list-style-type: none"> • Information on tenders and contract awards was not displayed on district notice board by the time of assessment.
12	<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	0	<p>According to the community application file, community members apply sub Parish C.O.U in Enganju sub-county applying for safe water source in their parish. The letter was dated 9th/01/2018 signed by parish priest and head of laity. However, there was need to encourage communities to use standard formats from MoWE.</p> <p>Well as application for water was evidenced, there was no proof in form of payment receipts that communities co-funded yet it is a sector critical requirement.</p>

		<ul style="list-style-type: none"> Number of water supply facilities with WSCs that are functioning evidenced by collection of O&M funds and carrying out preventive maintenance and minor repairs, for the current FY: score 2 	0	<ul style="list-style-type: none"> The district has 372 functional committees that were re-activated and trained by the district water department. According to software reports areas of training included formulation of by-laws, preventive maintenance and resource mobilization. Field visits showed that these committees had failed to collect user fees from beneficiaries and sighted interference from both local and national political leaders from the area.
Assessment area: Social and environmental safeguards				
13	The LG Water department has devised strategies for environmental conservation and management	<ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	0	<ul style="list-style-type: none"> All implemented water projects were not screened.
	Maximum 4 points for this performance measure	<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	0	<ul style="list-style-type: none"> Since the projects were not screened on inception, there was no environmental follow-ups done
		<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	1	<ul style="list-style-type: none"> Review of construction and supervision contracts revealed that there were clauses on environmental protection. For example the contract signed between Buhweju District and VIJOCOI Ltd had clause 1A:6 that emphasised re-shaping the ground to match with the existing ground after construction; 1A:7 that addresses planting of grass or trees as shall be directed by the supervisor in order to reduce the effect of runoff.
14	The LG Water department has promoted gender equity in WSC composition. Maximum 3 points for this performance measure	<ul style="list-style-type: none"> If at least 50% WSCs are women as per the sector critical requirements: score 3 	0	<ul style="list-style-type: none"> Well as efforts have been made to mainstream gender by the district, review of the district software report 2016/17 and field findings revealed that there are many WSCs that still have less than 50% composition of women. For instance, sampled WSC included Kyanika WSC with 40%, Nyakishana 40%, Ekiyala WSC with 40%. It was only Kyaja and Omukashenyi WSC that had women composition at above 50% out of the sampled 5 committees yet gender is a sector critical requirement.

15	<p>Gender- and special-needs sensitive sanitation facilities in public places/RGCs.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	3	<ul style="list-style-type: none"> • Sanitation facilities sampled for example 4-stance demonstration toilet at Buhweju district Local Government that was constructed using DWSCG, 5-stance VIP line latrine at Buhweju HC IV among others were found to have adequate space, demarcated stances for both men and women plus a provision for People with Disabilities.
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