



LGPA 2017/18

Accountability Requirements

Bukomansimbi District

(Vote Code: 600)

Assessment	Compliant	%
Yes	4	67%
No	2	33%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	xxx	<ul style="list-style-type: none"> • A copy of Final Performance Contract stamped 4th August, 2017 – and receipted sn. 4079, was availed at the time of the assessment. 	No
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).</p>	xxxxx	<ul style="list-style-type: none"> • Procurement and disposal Plan Submitted together with DPC on 14th July, 2017 	Yes
Assessment area: Reporting: submission of annual and quarterly budget performance reports			
<p>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)</p>	xxxxx	<ul style="list-style-type: none"> • The Annual Performance Report was submitted on 31st July, 2017, and receipted Sn. 0852 	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>Not all reports were submitted on time</p> <p>Quarter 1 - 9th December, 2016 Sn.0155</p> <p>Quarter 2 - Submitted on 24th March, 2017 – sn 0496</p> <p>Quarter 3- 14th July 2017</p> <p>Quarter 4 - 31st July, 2017, Sn. 0852</p>	<p>No</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>	<ul style="list-style-type: none"> The district submitted the status of implementation of audit recommendations to the Internal Auditor General on 21st March, 2017. 	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxxx</p>	<p>According to the Auditor General's report for the FY 2017, the audit opinion on the financial statements of Bukomansimbi District Local Government was unqualified.</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Bukomansimbi District

(Vote Code: 600)

Score 60/100 (60%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality; and (ii) all Town Councils in a District are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a municipality/district has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 2. 	0	<ul style="list-style-type: none"> • Both District and Town Council do not have Physical Development Plans • The District Physical Planning Committee - had only met two times during FY 2016/17 as evidenced in the minutes of 8/12/2016 and 16th June/2017;
		<ul style="list-style-type: none"> • All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2. 	0	<p>In the absence of Physical plans and the inability of the departments to effectively enforce building laws, it was reported that not all ongoing infrastructure investments had approved plans.</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>	<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. 	2	<ul style="list-style-type: none"> • The Budget Conference for 17/18 was held on 9th November 2016 – Report availed to assessment Team - sector priorities had been presented in the Budget Conference.
		<ul style="list-style-type: none"> • Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If different, justification has to be provided and evidence that it was approved by Council. Score 2. 	2	<p>There was evidence of consistency between the Five-Year Development Plan and the Annual Work Plan with regard to approved capital investments for FY 2017/2018. the approved investments were discussed by both the General Purpose Committee and approved by the District Council in minutes : • Min CM/03/05/16: Discussion and Approval of GPC Report and Approval of estimates for 2017/18 -CM/04/05/16</p>
		<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1. 	0	<p>Although block Project profiles appear in the Five-Year Development Plan, no specific Project Profiles were prepared for the investments in the AWP 2017/2018</p>
3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> • Annual statistical abstract, with gender disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum 1 point. 	0	<p>No Annual Statistical Abstract had been compiled for FY 2016/17.</p>

4	Investment activities in the previous FY were implemented as per AWP.	<ul style="list-style-type: none"> Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	2	There is consistency between the projects implemented during FY 2016/2017 and the Annual Work Plan approved by the Local Government Council.
	Maximum 6 points on this performance measure.	<ul style="list-style-type: none"> Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	4	All projects implemented in FY 2016/2017 were completed as planned within the FY.
5	The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects and assets during the previous FY	<ul style="list-style-type: none"> Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	2	<p>A sample of projects in the Road sector revealed the following Roads Projects</p> <p>Kawoko - Kigangazi Rd -Budget 46,000,000/- Actual 45,996,600/= 100% 0%</p> <p>Mbukire-Kiteera-Mbale Rd - Budget 30,000,000/= Actual 29,973,400/= 100% 0%</p> <p>Kisabwa Swamp Rd works -Budget 25,000,000/= Actual 25,295,000/= 101% -1%</p>
	Maximum 4 points on this Performance Measure.	<ul style="list-style-type: none"> Evidence that the LG has budgeted and spent at least 80% of O&M budget for infrastructure in the previous FY: score 2 	2	<p>Operation and Maintenance is only budgeted in the roads and water sectors and no provision for maintenance of other infrastructure.</p> <p>in the roads sector, only 4.5% is spent on administrative expenses, and the rest of the roads budget spent through Force Account.</p> <p>In the water sector, 15% of the budget is allocated to rehabilitation of water sources and it is never enough, and therefore used 100%.</p>

Assessment area: Human Resource Management

6	LG has substantively recruited and appraised all Heads of Departments	<ul style="list-style-type: none"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	0	<ul style="list-style-type: none"> The undermentioned HODs were appraised and appraisal reports were availed: Finance, Production ,CBS For the undermentioned HODs performance agreements filled and signed but no performance reports hence appraisal incomplete: Works, Health, Education and Natural Resources.
	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>New Structure not yet operationalized; so for FY 16/17 old structure used The old structure provides for 8 departments and the status is as follows</p> <p>1.Administration: substantively appointed</p> <p>2 Finance: substantive appointment Ref: CR/601 dated 10/03/2014 quoting DSC MIN 05/2014/5.17</p> <p>4.Works: Acting Appointment Ref: CR/164/4 dated 17/07/13. 5.Education: substantive appointment Ref: CR. 160/.1 dated 18/01/2016 DSCMIN. MIN.51.1./2015</p> <p>6. Natural Resources: Substantive appointment Ref: CR/ADM/156.1</p> <p>7.Production and Marketing : Acting appointment Ref: CR/164/4 dated 17 /10/2014, DSC.MIN</p> <p>8. Health Services: Acting appointment Ref: CR/115/1 dated 23/07/ 2015.</p>

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 	2	Submission Ref: Cr/1/156/9 reviewed. All recruitment requests were considered and action taken as evidenced in MIN.13/2017 in a meeting held on 28/06/2017												
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	Submission Ref/CR/1562 dated 2/02/2017 reviewed. Actions taken In DSC/MIN/24/2016 relating to confirmation of 98 staff.												
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	Submission Ref: CR157/1 dated 16/1/2017 reviewed. Evidence provided in MIN 2/2017 in a meeting held on 10/03.2017 - regarding disciplinary action.												
8	Staff recruited and retiring access the salary and pension payroll respectively within two months Maximum 5 points on this Performance Measure.	<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	List of staff recruited and payroll availed as evidence to prove that those recruited accessed the payroll within 2 months												
		<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	List of retired staff was availed, but they did not access the payroll within two months after retirement.												
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) Maximum 4 points on this Performance Measure.	<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	<p>According to information from note 2 of the financial statements for FY 2017 and 2016;</p> <table border="1"> <thead> <tr> <th></th> <th>2017</th> <th>2016</th> </tr> </thead> <tbody> <tr> <td>Local revenue</td> <td>94,872,226</td> <td>78,567,863</td> </tr> <tr> <td>Increase in revenue</td> <td colspan="2">= 94,872,226 – 78,567,863= 16,304,363</td> </tr> <tr> <td>% increase</td> <td colspan="2">= 16,304,363/78,567,863 X 100 = 20.75%.</td> </tr> </tbody> </table>		2017	2016	Local revenue	94,872,226	78,567,863	Increase in revenue	= 94,872,226 – 78,567,863= 16,304,363		% increase	= 16,304,363/78,567,863 X 100 = 20.75%.	
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10	LG has collected local revenues as per budget (collection ratio) Maximum 2 points on this performance measure	<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. 	2	<p>Revenue performance for FY2017 obtained from note 2 of the financial statements for FY2017 was as follows;</p> <table border="1"> <tbody> <tr> <td>Actual revenue collected</td> <td>94,872,226</td> </tr> <tr> <td>Budgeted revenue</td> <td>99,400,000</td> </tr> <tr> <td>Revenue performance</td> <td>= 94,872,226/99,400,000 X 100 =95.00%</td> </tr> </tbody> </table> <p>This represents realisation of 5.1%</p>	Actual revenue collected	94,872,226	Budgeted revenue	99,400,000	Revenue performance	= 94,872,226/99,400,000 X 100 =95.00%						
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11	<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	2	<p>The district only collects service tax which is remitted to the LLG based on the amount collected from employees of the LLG. For FY2016/17the district collected shs 42,053,741remitted a total of Shs. 21, 361,431being 65% as shown below:</p> <p>Local service Tax transfers</p> <table border="1"> <thead> <tr> <th>NO</th> <th>Lower Local Government</th> <th>VR NO</th> <th>Amount</th> <th>Transfer date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Bigasa S/C</td> <td>11/10/16</td> <td>6,047,422</td> <td>28/10/17</td> </tr> <tr> <td>2</td> <td>Butenga S/C</td> <td>11/10/16</td> <td>5,686,413</td> <td>28/10/17</td> </tr> <tr> <td>3</td> <td>Kibinge S/C</td> <td>11/10/16</td> <td>5,060,523</td> <td>28/10/17</td> </tr> <tr> <td>4</td> <td>Kitanda S/C</td> <td>11/10/16</td> <td>4,567,073</td> <td>28/10/17</td> </tr> <tr> <td colspan="3">Total</td> <td>21,361,431</td> <td>28/10/17</td> </tr> </tbody> </table>	NO	Lower Local Government	VR NO	Amount	Transfer date	1	Bigasa S/C	11/10/16	6,047,422	28/10/17	2	Butenga S/C	11/10/16	5,686,413	28/10/17	3	Kibinge S/C	11/10/16	5,060,523	28/10/17	4	Kitanda S/C	11/10/16	4,567,073	28/10/17	Total			21,361,431	28/10/17
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Total			21,361,431	28/10/17																														
		<ul style="list-style-type: none"> Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	0	<p>According to information from financial statements for the FY 2016/2017</p> <p>Council costs were as follows;</p> <table border="1"> <tbody> <tr> <td>Allowances</td> <td>60,680,000</td> </tr> </tbody> </table> <p>Total cost as % of local revenue $60,680,000/94,872,226 \times 100 = 63.95\%$</p> <p>This was more than the 20% stipulated the regulations.</p>	Allowances	60,680,000																												
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Assessment area: Procurement and contract management

12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> 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 	2	<p>According to HR records</p> <ul style="list-style-type: none"> The senior procurement officer was appointed on probation on 1st August 2017 as per letter signed by the CAO (ref no. CR 156/2) A confirmation of appointment for the procurement officer was seen as per letter dated 2/06/2016 and signed by the CAO (Ref no. CR/159/1)
		<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>The score is based on the following sampled procurements</p> <ul style="list-style-type: none"> Construction of Administration block, Phase I, Ref no. Buko 600/Wrks/16-17/00001. TEC report is dated 24/11/2016 and signed by the committee members Construction of 3, 35cum rainwater harvesting tanks in Butenga, Kitanda and Kibinge S/C, Re no. Buko 600/Wrks/16-17/00035. TEC report is available. However, apart from one officer who made a recommendation, the other officers didn't make recommendations nor date their entries. Further, it was noted that only one contractor was being evaluated (as the only bidder that responded to the invitation to bid dated 4/05/2017) Construction of 2 medium protected springs in Kibinge and Kitanda S/C, Ref no. Buko 600/Wrks/16-17/00040. TEC report dated 22nd and 24th /05/2017 with individual signatures is available. However, apart from one officer who made a recommendation, the other officers didn't make recommendations nor date their entries. Further, it was noted that only one contractor was being evaluated (as the only bidder that responded to the invitation to bid dated 4/05/2017)

<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"> - Adoption of the TEC recommendations for Construction of Administration block, Phase I, Ref no. Buko 600/Wrks/16-17/00001 was made under the Contracts Committee meeting dated 15/12/2016, Ref no. Buko600/DCC/12/16-17, Minute no. Buko 03/DCC/12/16-17 signed by the committee members - Construction of 3, 35cum rainwater harvesting tanks in Butenga, Kitanda and Kibinge S/C, Re no. Buko 600/Wrks/16-17/00035. Recommendations from the TEC were adopted in a contracts committee meeting held on 8th December 2016, Ref no. Buko600/DCC/12-1/16-17, Min no. Buko 04/DCC/12-1/16-17 - Construction of 2 medium protected springs in Kibinge and Kitanda S/C, Ref no. Buko 600/Wrks/16-17/00040. Adoption of TEC recommendations was made during the contracts committee meeting dated, 23/05/2017, Ref no. Buko600/DCC/05-2/16-17, submission in Min no. Buko 04/DCC/05-2/16-17, signed by the committee members
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13	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<p>• 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</p>	2	<p>The current FY procurement plan dated 13/06/2017 and signed by the PDU and CAO was availed for assessment. Major infrastructure/investments planned and budget for the current FY 2017-2018 that are to be funded by the LG include:</p> <ul style="list-style-type: none"> •Renovation of Kibinge Sub-county Headquarters (S/No Wrks/00006). •Supply and Installation of 5000Ltr water harvesting tanks (S/No. Supls/00029 and Supls/00012). •Phased construction of Kitanda HC promotion centre (S/no. Wrks/00007). •Phased construction of Bigasa HIV Counselling centre (S/no. 00011). •Supply and Installation of 4 solar panels and batteries at the district headquarters (S/No. Supls 00014). •Completion of staff H/Qs at Butenga HC IV (s/no Wrks/00014). •Construction of 5 stance of lined pit latrine at Lwamalenge p/s in Kitanda S/C with ref no Buko600/Wrks/2017-2018/00027. •Construction of 5 stance of lined pit latrine at Buswegge P/S in Bigasa S/C ref no Buko600/Wrks/2017-2018/00015. •Construction of 4-4000ltr masonry-concrete institutional rainwater harvesting tanks Lot 1 & 2 Ref no.Buko600/Wrks/17-18/00001 and Buko600/Wrks/17-18/00002 respectively. •Construction of a two classroom block with furniture at Binyobirya P/S in Butenga S/C Ref no.Buko600/Wrks/17-18/00025. •Construction of a two classroom block with furniture at Maleku P/S in Kibinge S/C Ref no.Buko600/Wrks/17-18/00026. <p>The procurement plan for the FY 2016-2017 dated 20/10/2016 and signed by the PDU and CAO was availed.</p> <p>Apart from Supply and Installation of culverts, all other major infrastructure for FY 2016-2017 were implement as per plan. Sampled procurement include:</p> <ul style="list-style-type: none"> - Construction of 3 medium springs in Butenga and Kibinge S/C, Ref no. Buko 600/Wrks/2016-2017/000 - Construction of 2 medium protected springs in Kibinge and Kitanda S/C, Ref no. Buko 600/Wrks/16-17/00040 - Construction of 3, 35cum rainwater harvesting tanks in Butenga, Kitanda and Kibinge S/C, Re no. Buko 600/Wrks/16-17/00035 - Construction of 2, 35cum rainwater harvesting tanks in - Construction of a 2- stance pit latrine at Kyansi COU Primary in Butenga S/C Ref no. Buko600/Wrks/2016-2017/00009 - Construction of Administration block, Phase I, Ref no. Buko 600/Wrks/16-17/00001. - Supply and Installation of 20 culverts of 600mm diameter on selected roads: The procurement was not undertaken during the FY 2016-2017 <p>Note:</p> <p>Some items although in the annual budget work plan (2017/2018) are not included in the procurement plan, since according to the LG they are donor funded/implemented (especially under health sector. E.g. Construction and rehabilitation of OPDs, theatres and health centres</p> <p>An item under water sector for construction of a valley dam was budgeted for but not included in the procurement plan</p>
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The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.

Maximum 6 points on this performance measure

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

0

For procurement to be made under framework contracts, the bid notice for pre-qualification was sent out on 3rd May 2017 and a list generated following the evaluation of bidders.

Apart from the road works projects, the following major infrastructure/investment were reviewed for compliance and only 7 (58.3%) out of 12 met the requirements:

1. Renovation of Kibinge Sub-county Headquarters (S/No Wrks/00006). Documents have not yet been received by PDU from the sub-county
2. Supply and Installation of 5000Ltr water harvesting tanks (S/No. Supls/00029 and Supls/00012). Documents not received by PDU
3. Phased construction of Kitanda HC promotion centre (S/no. Wrks/00007). Documents have not yet been received by PDU from the user department
4. Phased construction of Bigasa HIV Counselling centre (S/no. 00011). Documents have not yet been received by PDU from the user department
5. Supply and Installation of 4 solar panels and batteries at the district headquarters (S/No. Supls 00014). Documents have not yet been received by PDU from the user department
6. Completion of staff H/Qs at Butenga HC IV (s/no Wrks/00014). Documents have not yet been received by PDU from the user department
7. Construction of 5 stance of lined pit latrine at Lwamalenge p/s in Kitanda S/C with ref no Buko600/Wrks/2017-2018/00027. RFP id dated 30/06/2017, BOQs were stamped on 24/06/2017 Invitation to bid was made on 6th July 2017, and contract was award on 30/08/2017
8. Construction of 5 stance of lined pit latrine at Buswegge P/S in Bigasa S/C ref no Buko600/Wrks/2017-2018/00015. RFP id dated 29/06/2017, Invitation to bid was made on 6th July 2017, and contract was award on 23/08/2017
9. Construction of 4-4000ltr masonry-concrete institutional rainwater harvesting tanks Lot 1 & 2 Ref no. Buko600/Wrks/17-18/00001 and Buko600/Wrks/17-18/00002 respectively. The Invitation to bid under procurement notice no. 2 FY 2017-2018 appeared in the redpepper on the 26th of June 2016. RFP was made on 24/06/2017
10. Construction of a two classroom block with furniture at Binyobirya P/S in Butenga S/C Ref no. Buko600/Wrks/17-18/00025. RFP id dated 23/06/2017, BOQs were stamped on 20/06/2017. Invitation to bid advert under procurement notice no.3 FY 2017/18 was made on 12th July 2017 in the red pepper and contract was award on 30/08/2017
11. Construction of a two classroom block with furniture at Maleku P/S in Kibinge S/C Ref no. Buko600/Wrks/17-18/00026. RFP id dated 30/06/2017, BOQs were stamped on 20/06/2017. Invitation to bid advert under procurement notice no.3 FY 2017/18 was made on 12th July 2017 in the red pepper and contract was award on 30/08/2017
12. Supply and delivery of spare parts and accessories for borehole rehabilitation Re no. Buko600Wrks/17-18/00020. RFP was made 23/06/2017, record of bid opening is dated 21/07/2017, and contract was signed on 16th August 2017.

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

0

The contracts register availed for review during assessment has no contract start date and end date as well as the procurement reference numbers

Sampled procurement files were incomplete

- File for Construction of 2 medium protected springs in Kibinge and Kitanda S/C, Ref no. Buko 600/Wrks/16-17/00040. Record of bid issue is not signed, dated or stamped, no record of bid receipt, bid opening record is not signed/stamped or dated, no copy of BOQ of successful bid, no monitoring reports or certificates of completion
- Construction of 3, 35cum rainwater harvesting tanks in Butenga, Kitanda and Kibinge S/C, Re no. Buko 600/Wrks/16-17/00035. The file has no record of bid issue, records of bid receipt/opening, approval for method of procurement, BOQs, certification of works etc

		<ul style="list-style-type: none"> For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	2	<p>Under open domestic bidding, the following procurements were undertaken</p> <ul style="list-style-type: none"> Construction of Administration block, Phase I, Ref no. Buko 600/Wrks/16-17/00001. The project cost is was initially 490million, and increased to 545 million (variations). The bid advert notice was published in the new vision on Friday September 2nd 2016. <p>Under selective bidding, the following procurement were sampled, in ref to district pre-qualified lists for service providers for works, services and supplies, FY 2016/2017 (hard copy of the document not dated), following an Invitation to Bid for Revenue collection, Pre-qualification, Framework contract, Construction and Assets to be disposed of for FY 2016-17 that appeared in the New vision on 18th May 2016.</p> <ul style="list-style-type: none"> Construction of 3, 35cum rainwater harvesting tanks in Butenga, Kitanda and Kibinge S/C, Re no. Buko 600/Wrks/16-17/00035. Cost of the project was approx. 48 million Construction of 2 medium protected springs in Kibinge and Kitanda S/C, Ref no. Buko 600/Wrks/16-17/00040. Contract value is approx. 9 million Construction of a 2- stance pit latrine at Kyansi COU Primary in Butenga S/C Ref no. Buko600/Wrks/2016-2017/00009. Project cost is approx.11 million <p>Direct procurement was made for:</p> <ul style="list-style-type: none"> Supply and delivery of a double cabin pick-up for education department, Ref no. Buko 600/ Supls/16-17/00038. The cost of the pick was 154 million. Administrative decisions were made (through consultations to PPDA by the CAO) to procure directly. The following communication regarding this procurement was availed: <ul style="list-style-type: none"> Letter from district education officer to CAO dated 18/04/2017 Letter from PPDA to CAO (Ref no. PPDA/MO5/000) dated 5/05/2017 Letter from Minister of Public service to CAO (Ref no. ADM/99/100/01) dated 6/04/2017 Letter from PS-Education to CAO (ref no.EPD 192/335/01) dated 4/4/2017
15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2 	2	<p>The following procurement files were reviewed:</p> <ul style="list-style-type: none"> Construction of 3 medium springs in Butenga and Kibinge S/C, Ref no. Buko 600/Wrks/2016-2017/00012. The certificate of completion dated 7th March 2017 for the works was signed by the District water officer and CAO. Construction of 2 medium protected springs in Kibinge and Kitanda S/C, Ref no. Buko 600/Wrks/16-17/00040. The certificate of completion dated 20th June 2017 for the works was signed by the District water officer and CAO. Construction of 3, 35cum rainwater harvesting tanks in Butenga, Kitanda and Kibinge S/C, Re no. Buko 600/Wrks/16-17/00035. The certificate of completion dated 7th March 2017 for the works was signed by the District water officer and CAO. Construction of 2, 35cum rainwater harvesting tanks in Bigasa Sub-county and Bukomansimbi Town council, Ref no Buko600/Wrks/16-17/00036. The certificate of completion dated 2nd February 2017 was signed by the CAO, DWO and District Engineer. Construction of a 2- stance pit latrine at Kyansi COU Primary in Butenga S/C Ref no. Buko600/Wrks/2016-2017/00009. The certificate of completion dated 23rd January 2017 for the works was signed by the Chief Butenga S/C, Project Manager and DLG Engineer and Contractor Construction of Administration block, Phase I, Ref no. Buko 600/Wrks/16-17/00001. Payment certificate 4 dated 29/08/2017 was certified by the Ass. Engineering officer, project manager and CAO
		<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>Construction of Two classroom block with furniture at at Maleku COU P/s in Kibinge S/C, Ref no. Buko600/Wrks/2017-2018/00026. A small site post was located on site, but there was no project duration and contract sum indicated on it.</p> <p>There was no site board on the Road works on the Mbuulire-Ndalagge-Kagologolo (8km): Force on account project.</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>	<p>• Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4</p>	4	<ul style="list-style-type: none"> • A review the bank statements for the period January- December 2017 confirmed that the district had prepared statements for 12 months to December, 2017 for the following bank accounts; • General Fund account • UWEP • Global Fund • Council and Statutory bodies. • Production • Natural Resources • Education and Sports • Technical Services and Works • YLP Fund • YLP Project • Finance and Planning • Head quarter • UNICEF • Health Care 																																																																																																																								
17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<p>• 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.</p>	0	<ul style="list-style-type: none"> • From a sample of 10 supplier invoices reviewed, one invoices was overdue for more than two months. <table border="1"> <thead> <tr> <th>NO</th> <th>Payee</th> <th>VR</th> <th>NO</th> <th>Amount</th> <th>Invoice date</th> <th>Payment Date</th> <th>Delay</th> </tr> </thead> <tbody> <tr><td>1</td><td>Lwembawo</td><td>787</td><td>2,400,000</td><td>11/05/17</td><td>11/05/17</td><td>0</td></tr> <tr><td>2</td><td>Lwembawo</td><td>780</td><td>4,023,000</td><td>02/05/17</td><td>10/05/17</td><td>8</td></tr> <tr><td>3</td><td>Jimmy & Eva</td><td>770</td><td>3,995,000</td><td>1/04/17</td><td>10/05/17</td><td>40</td></tr> <tr><td>4</td><td>Bukomansimbi</td><td>1242</td><td>663,458</td><td>4/11/16</td><td>15/11/16</td><td>11</td></tr> <tr><td>5</td><td>Lwembawo</td><td>26/5/17</td><td>2,609,600</td><td>22/05/17</td><td>23/05/17</td><td>1</td></tr> <tr><td>6</td><td>Lwembawo</td><td>17/5/17</td><td>2,688,000</td><td>11/05/17</td><td>11/05/17</td><td>0</td></tr> <tr><td>7</td><td>Lwembawo</td><td>10/5/17</td><td>4,023,040</td><td>02/05/17</td><td>10/05/17</td><td>8</td></tr> <tr><td>8</td><td>Jimmy & Eva</td><td>4/5/17</td><td>3,995,000</td><td>01/04/17</td><td>10/05/17</td><td>40</td></tr> <tr><td>9</td><td>D-MUK</td><td>10/11</td><td>337,424</td><td>19/08/16</td><td>2/11/16</td><td>74</td></tr> <tr><td>10</td><td>D-MUK</td><td>4/10</td><td>337,423</td><td>19/08/16</td><td>14/10/16</td><td>55</td></tr> <tr><td>11</td><td>Tusabe</td><td>4/2</td><td>1,225,000</td><td>22/11/16</td><td>8/02/17</td><td>78</td></tr> <tr><td>12</td><td>Kipro</td><td>1/4/17</td><td>835,228</td><td>30/01/17</td><td>11/04/17</td><td>70</td></tr> <tr><td>13</td><td>Tusabe</td><td>1/05/17</td><td>525,000</td><td>07/02/17</td><td>3/05/17</td><td>85</td></tr> <tr><td>14</td><td>Masaka book</td><td>04/11/16</td><td>4,298,620</td><td>16/08/16</td><td>1/11/16</td><td>78</td></tr> <tr><td>15</td><td>Cooper Motors</td><td>2385</td><td>154,000,000</td><td>26/06/17</td><td>26/06/17</td><td>0</td></tr> <tr><td>16</td><td>Book point</td><td>02/11/16</td><td>4,298,620</td><td>26/10/16</td><td>01/11/16</td><td>5</td></tr> </tbody> </table>	NO	Payee	VR	NO	Amount	Invoice date	Payment Date	Delay	1	Lwembawo	787	2,400,000	11/05/17	11/05/17	0	2	Lwembawo	780	4,023,000	02/05/17	10/05/17	8	3	Jimmy & Eva	770	3,995,000	1/04/17	10/05/17	40	4	Bukomansimbi	1242	663,458	4/11/16	15/11/16	11	5	Lwembawo	26/5/17	2,609,600	22/05/17	23/05/17	1	6	Lwembawo	17/5/17	2,688,000	11/05/17	11/05/17	0	7	Lwembawo	10/5/17	4,023,040	02/05/17	10/05/17	8	8	Jimmy & Eva	4/5/17	3,995,000	01/04/17	10/05/17	40	9	D-MUK	10/11	337,424	19/08/16	2/11/16	74	10	D-MUK	4/10	337,423	19/08/16	14/10/16	55	11	Tusabe	4/2	1,225,000	22/11/16	8/02/17	78	12	Kipro	1/4/17	835,228	30/01/17	11/04/17	70	13	Tusabe	1/05/17	525,000	07/02/17	3/05/17	85	14	Masaka book	04/11/16	4,298,620	16/08/16	1/11/16	78	15	Cooper Motors	2385	154,000,000	26/06/17	26/06/17	0	16	Book point	02/11/16	4,298,620	26/10/16	01/11/16	5
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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>	<p>• Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3.</p>	3	<ul style="list-style-type: none"> • The internal audit department is headed Ssempungu Ismael as acting Principal Auditor. According to the appointment letter dated 22nd January, 2018 he was appointed acting Principal internal auditor of Bukomansimbi District under minute DSC/MIN. 32.1/2017. Mr. Ssempungu was substantially appointed as senior internal auditor on 30th March, 2017 under minute No. DSCMIN/7/2017 • The senior auditor acting as principal internal auditor prepared all the quarterly reports for FY 2016/17. The reports were produced as follows; <table border="1"> <thead> <tr> <th>Period</th> <th>Date of signing</th> </tr> </thead> <tbody> <tr> <td>• 1st quarter</td> <td>15th January, 2016</td> </tr> <tr> <td>• 2nd quarter</td> <td>23rd February, 2017</td> </tr> <tr> <td>• 3rd quarter</td> <td>17th August,, 2017</td> </tr> <tr> <td>• 4th quarter</td> <td>20th September, 2017</td> </tr> </tbody> </table>	Period	Date of signing	• 1st quarter	15th January, 2016	• 2nd quarter	23rd February, 2017	• 3rd quarter	17th August,, 2017	• 4th quarter	20th September, 2017																																																																																																														
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		<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	According to the District Public Accounts Committee (DPAC) reports for FY 2016/2017 dated 8th August, 2017, which discussed the 2nd, 3rd and 4th quarter reports for FY 2016/17 the Chief administrative Officer had submitted the status of implementation of internal audit findings for discussion.
		<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	According to the minutes of district Public accounts Committee (DPAC) meetings held on 20th March, 2017; 30th May, 2017; 15th November, 2016; 23rd November, 2016; 14th March, 2017; 13th March, 2017; 31st May, 2017; 1st June, 2017 the DPAC had discussed internal audit reports and the Chief administrative Officer had submitted the status of implementation of internal audit findings for discussion.
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	<p>The district maintains one asset registers which records ;</p> <ol style="list-style-type: none"> furniture and fittings Land Buildings Office equipment Transport equipment Plant and machinery ICT equipment <ul style="list-style-type: none"> The asset registers are also in a format that complies with treasury accounting regulations.
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"> According to the Auditor General's report for the FY 2017, the audit opinion on the financial statements of Bukomansimbi district Local Government was unqualified.
Assessment area: Governance, oversight, transparency and accountability				
21	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<p>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</p>	2	<ul style="list-style-type: none"> The District Council met four times during 2016/2017 on 17th August, 2016;;26th October, 2016,;23rd March 2017; 25th April 2017; 12th May, 2016 Min CM/03/05/16: Discussion and Approval of GPC Report Approval of estimates for 2016/17 -CM/04/05/16 Council Meeting of 10th October, 2017 Discussed General Performance of the District 2016/2017 (Min BKM/CM/05/10/17) BKM/CM/07/1017 – Nomination of Members of Boards of Commissions. BKM/CM/04/10/17 – Presentation of GPC Recommendations which included Approval of Quarterly Reports; Discussion of General Performance of the District 2016/2017 FY.

22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2. 	0	<p>The was no letter of designation of a person to coordinate response and feedback to complaints and grievances.</p>
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	0	<ul style="list-style-type: none"> Not displayed at the time of the assessment
		<ul style="list-style-type: none"> Evidence that the procurement plan and awarded contracts and amounts are published: score 1 	0	<p>The Procurement Plan was not displayed on the public notice at the time of the assessment.</p>
		<ul style="list-style-type: none"> Evidence that the LG performance assessment results and implications, are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	0	<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>	<ul style="list-style-type: none"> Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	1	<ul style="list-style-type: none"> Evidence was availed to the team of Dissemination of the DDEG guidelines to the LLGs between the 5th and 22nd of April, 2017. However no physical report was prepared after the activity.
		<ul style="list-style-type: none"> Evidence that LG during previous FY has conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc..) with the public to provide feed-back on status of activity implementation: score 1. 	0	<p>There was no evidence presented to the assessment team to ascertain activity reported.</p>
Assessment area: Social and environmental safeguards				
25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2. 	0	<p>According to the GFP, gender mainstreaming was done during TPC meetings and sometimes during monitoring of project.</p> <p>However, no documents were provided/availed by the DCDO to show evidence of these meetings.</p>

		<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 were no specific reports on gender mainstreaming availed for assessment for FY 2016-2017. According to the department, activities were planned (1.5 million), but no funds were realised for implementation</p> <p>The budget for representation of Women councils was approx. 2 million shillings, although the budget for UWEP was also included therein totaling to approx. 118 million.</p> <p>Reports availed for assessment were:</p> <ul style="list-style-type: none"> Reports on verification of women applicant Groups to benefit from UWEP Groups. Reports are dated 20/1/2017 and 8/06/2017 and signed by the DCDO Minutes of the district women council executive committee meeting held on 18/11/2016, 24/05/2017, 16/3/2017 at Bukomansimni district headquarters. Documents are dated 18/11/2016, 24/05/2017 and 22/03/2017 and signed by the District women council chairperson/secretary or DCDO
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>No screening reports, EIAs or monitoring reports were availed at the time of assessment for the following sampled projects</p> <ul style="list-style-type: none"> Construction of 3 medium springs in Butenga and Kibinge S/C, Ref no. Buko 600/Wrks/2016-2017/00012 Construction of a 2- stance pit latrine at Kyansi COU Primary in Butenga S/C Ref no. Buko600/Wrks/2016-2017/00009 Construction of Administration block, Phase I, Ref no. Buko 600/Wrks/16-17/00001. Construction of 5 stance of lined pit latrine at Buswegge P/S in Bigasa S/C ref no Buko600/Wrks/2017-2018/00015. <p>There were screening forms/report for Construction of 4-4000ltr masonry-concrete institutional rainwater harvesting tanks Lot 1 & 2 Ref no.Buko600/Wrks/17-18/00001 and Buko600/Wrks/17-18/00002.</p> <p>Note: Screening had only been done for water sector projects (RWH tanks and valley tanks for the current FY 2017-2018).</p>
		<ul style="list-style-type: none"> Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1 	0	<p>No ESMP or clauses are being provided for in the contract bid documents. Sampled procurement files include:</p> <p>For FY 2016-2017</p> <ul style="list-style-type: none"> Construction of 3 medium springs in Butenga and Kibinge S/C, Ref no. Buko 600/Wrks/2016-2017/00012 Construction of a 2- stance pit latrine at Kyansi COU Primary in Butenga S/C Ref no. Buko600/Wrks/2016-2017/00009 Construction of Administration block, Phase I, Ref no. Buko 600/Wrks/16-17/00001. <p>For the current FY 2017-2018,</p> <ul style="list-style-type: none"> Construction of 5 stance of lined pit latrine at Buswegge P/S in Bigasa S/C ref no Buko600/Wrks/2017-2018/00015. Construction of 4-4000ltr masonry-concrete institutional rainwater harvesting tanks Lot 1 & 2 Ref no.Buko600/Wrks/17-18/00001 and Buko600/Wrks/17-18/00002 respectively. Construction of a two classroom block with furniture at Binyobirya P/S in Butenga S/C Ref no.Buko600/Wrks/17-18/00025.

		<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>According to the Lands/Natural resources officer,</p> <ul style="list-style-type: none"> - Kibinge sub-county headquarters: Land was purchased but evidence was not availed - Kitanda sub-county: Land is under Buganda land board, and no proof of ownership by the entity was provided at the time of assessment - Butenga (Health centre IV and sub-county headquarters: Land is under Buganda land board, and no proof of ownership by the entity was provided at the time of assessment - Bigasa sub-county: Land is under Buganda land board, and no proof of ownership by the entity was provided at the time of assessment <p>Ownership of land on which schools are located is uncertain</p> <p>Land on which new headquarter for Bukomansimbi is being constructed is available with CAO. Block 198, plot 64, under bukomansimbi district LG .</p> <p>Current offices for the LG entity and municipality are being rented</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>Certification forms for completed projects were not availed at the time of assessment</p>



LGPA 2017/18

Educational Performance Measures

Bukomansimbi District

(Vote Code: 600)

Score 26/100 (26%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human Resource Management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4 	4	<p>From the budget and staff lists, it was confirmed that at least 1 head teacher and 7 teachers were budgeted for the FY 2017/2018.</p> <p>Of the 73 government aided schools, 64 had a headteacher and 7 teachers deployed. Nine (9) schools had less than 7 teachers.</p>
2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has filled the structure for primary teachers with a wage bill provision o If 100% score 6 o If 80 - 99% score 3 o If below 80% score 0 	3	<p>A total of 891 teachers were budgeted for the FY 2017/18. The teachers who are actually available and on the pay roll are 746 (83.7%). The gap to be filled is 145 (16.3%) teachers.</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>From the approved structure and the budget, there was a wage bill provision for 2 inspectors and 1 DEO. One Senior Inspector is substantively appointed and the the second position vacant.</p>

4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of Primary Teachers: score 2</p>	2	<p>A recruitment plan was submitted to the CAO as at 30th August, 2016 and was signed by the DEO. The positions for recruitment were:</p> <ul style="list-style-type: none"> • 40 Education Assistants (Grade teachers) • 10 deputy head teachers • 10 head teachers. <p>Another recruitment plan was dated 7/09/2017 and 07/11/2017 and submitted to the CAO for recruitment of 15 teachers respectively who had absconded from duty. In all the recruitment plans, the HRM and the secretary District Service Commission were copied</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>A recruitment plan to fill the vacant position of Inspector of schools was submitted the HRM and was availed.</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>There are two established positions in the Inspectorate: One Senior Inspector of Schools and one Inspector. The Senior Inspector of Schools was appointed vide Ref: CR/160/1 dated 20/06/2017 MIN 14.1 2017 and is not yet due for appraisal. The inspector position is not yet filled..</p>
				<p>List of government aided primary schools availed and undermentioned 25 Schools were randomly selected from a total of 73. For all the selected, appraisal was incomplete; performance report forms having been just filled but not signed by the DEO.</p> <p>1. Serinya P/S</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

0

2. Butenga COU P/S
3. Nkalwe P/S
4. Lwenkuba P/S
5. Kyansi R/C
6. Kakukulu Makoomi P/S
7. Kyansi C/U
8. Bugomola P/S
9. Binyibirya P/S
10. Butenga Muslim P/S
11. KikondreP/S
12. Kawoko Musslim P/S
13. Meeru P/S
14. Kisaabwa P/S
15. Kassebwavu P/S
16. Kyabagoma P/S
17. BuddaP/S
18. Maleku P/S\Kiyooka P/S
19. BunyenyaP/S
20. Misanvu Demo P/S
21. Kyamabaale P/S
22. Buyoga Mixed P/S
23. Butayunja P/S
24. Kalubanda P/S
25. BuligitaP/S

Assessment area: Monitoring and Inspection

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

Maximum 3 for this performance measure

- Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1

The education department had the following circulars:

- Primary Schools National Ball Games and Special Needs Learners (SNE) Championship, 5th -13th Sept.2016, Teremunga Primary School, Koboko

The following important circulars were missing:

- Unlicensed /Unregistered Schools dated 22nd/ Sept/2017. No. DES/50/14
- Teacher Support Supervision No: ADM/203/255/01
- 2017 Comprehensive Education & Sports (CES) Sector Data Collection; Dated 10th/03/2017. NO. ADM/282/137/02
- Focus on school inspection FY 2017/18. NO. DES/14/17 (missing).
- School Feeding Program in Education Institutions. NO: MES/MIN25
No circular from the Ministry was found in the selected schools, for schools only had local circulars issued by the education department.

Communication of information embeded in circulars was through head teacher meetings at beginning and end of the term.

0

		<ul style="list-style-type: none"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level, including on school feeding: score 2 	2	<p>Education office holds meetings with head teachers. E.g. Meeting held on 02/02/2017 at ST Jude Bukomansibi P/S</p> <p>MIN.05/HTM/2017: Indicates communication from the DEO. He asserted that all private schools which had not been licenced would not be allowed to open.</p> <p>Another meeting was held on 23/02/2017 at ST Jude Bukomansibi P/S</p> <p>MIN12/HTM: Indicates communication from the DEO. He talked about the need for collective efforts to enhance school performance.</p> <p>Attendance lists for the above meetings were availed.</p>
7	<p>The LG Education Department has effectively inspected all private and public primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all private and public primary schools have been inspected at least once per term and reports produced: o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59% score 1 o Below 50% score 0. 	0	<p>The education department had a set of inspections forms for some individual schools (filled inspection forms), from which information was got to feed the quarterly reports. The inspection reports were in a format issued by Ministry of Education and Sports for 2016/17</p> <p>Of the 4 sampled schools (one private, 3 government aided), only 1 had copies of inspection reports issued by the inspector of schools. It can be said that only 25% of the schools had been inspected in the previous year.</p> <p>The schools selected included; Binyobiryo P/S (government), Lwenkuba P/S (government), Kids Gear Day and Boarding P/S (private) and Babito Day and Boarding P/S</p>

LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations

Maximum 10 for this performance measure

- Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4

0

There was no evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY. There were no minutes of meetings showing such discussions.

- 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

From DES records, no quarterly Inspection reports had been submitted for FY 2016/2017.

However, the department had acknowledgment sheets for Submission at the regional office.

Quarter 1: 14/12/2016

Quarter 2: 07/ 06/2017

Quarter 3: 07/07/2017

Quarter 4: Missing

- Evidence that the inspection recommendations are followed-up: score 4

0

There was no evidence that the inspection recommendations are being followed-up. E.g. Follow up school Inspection Instruments for FY 2016/2017 were not availed at the time of this assessment. There were also no minutes of meetings within the department or with headteachers or teachers to specifically discuss inspection recommendations.

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>	<p>• Evidence that the LG has submitted accurate/consistent data: o List of schools which are consistent with both EMIS reports and OBT: score 5</p>	0	<p>The number of government aided primary schools given by EMIS and OBT data is consistent with that in the education department government aided schools (73 schools). Number of licenced schools was 23 for FY 2016/17 but EMIS data has 12 private schools.</p>
		<p>Evidence that the LG has submitted accurate/consistent data: • Enrolment data for all schools which is consistent with EMIS report and OBT: score 5</p>	0	<p>DEO provided enrolment data for government schools for only FY 2016/2017 as being 4,2631 .</p> <p>Enrolment data for private schools was not availed</p>
Assessment area: Governance, oversight, transparency and accountability				

10

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

Maximum 4 for this performance measure

• 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

The District has one General Purpose Committee that considers all issues pertaining to all the sectors and there was evidence that they had met and discussed issues and also submitted them to full Council for approval.

- Minutes availed include:
- Meeting of 16th October; 9th March, 2017, 24th May, 2017; 30th May 2017;
- Issues discussed included Presentation of Quarter 1&2 implementation report 2016/2017; Discussion of and Recommendation of the GPC; Discussion of Capacity Building Plan and the Procurement Plan; Discussion of Proposed Sector Allocations and Change of LGCP Work Plan and Revisions of 2016/2017 as result of additional funds release from MoFPED . (GPC/03/05/17

• Evidence that the education sector committee has presented issues that requires approval to Council: score 2

2

The District Council met five times during FY 2016/2017 on 17th August, 2016; 26th October, 2016; 23rd March 2017; 25th April 2017; and 30th May, 2017 - and there was evidence of consideration of presentations of issues from the General Purpose Committee.

- Min BKM/CM/04/05/17: Discussion and Approval of GPC Recommendations

- Min BKM/CM/05/5/17 – Approval of the 2017/18 Budget

• Min BKM/CM/03/05/16: Discussion and Approval of GPC Report and Approval of estimates for 2016/17

• BKM/CM/04/10/17 – Presentation of GPC Recommendations which included Approval of Quarterly Reports; Discussion of General Performance of the District 2016/2017 FY

11	<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO) • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80% schools: score 0</p>	0	<p>Copies of minutes of SMCs of all the 73 government aided schools were availed in the DEOs office.</p> <p>Only 2 private schools had copies of Minutes of the SMCs in the Education department.</p> <p>From the 4 sampled schools (2 government aided and 2 private), all government aided schools had minutes of meetings for SMCs. There were no SMCs in private schools. From the sample, Only 50% had functional SMCs.</p> <p>The schools selected included; Binyobiryo P/S (government), Lwenkuba P/S (government), Kids Gear Day and Boarding P/S (private) and Babito Day and Boarding P/S</p>
12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<p>• Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3</p>	3	<p>All schools receiving non-wage recurrent grants were listed on notice boards by the time of this assessment. The total amount for FY 2017/18 . Amount displaced for 3rd term was sh. 139,088,219</p>

Assessment area: Procurement and contract management

13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	0	<p>The procurement requisition forms for three projects were availed and all dated 30th/6/2017 for the following projects. This was a late submission.</p> <p>Two classroom block at Binyobirya P/S sh. 58,000,000 Construction of 5 stance latrines at Lwamalenge P/S cost. Sh. 19,790,488</p> <p>Construction of 2 classroom block at Maleku P/S cost= sh. 58,000,000</p> <p>The procurement requests were signed by the DEO and received by the Accounting Officer</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 	0	<ul style="list-style-type: none"> From a review of 7 payments it was established that the shortest time it took to initiate payment was three day and the longest was 80 days as shown below: <table border="1"> <thead> <tr> <th>Payee</th> <th>VR NO</th> <th>Amount</th> <th>Invoice date</th> <th>Recommendation date</th> <th>Delay</th> </tr> </thead> <tbody> <tr> <td>Masaka</td> <td>1058</td> <td>4,296,270</td> <td>26/06/17</td> <td>29/06/17</td> <td>3</td> </tr> <tr> <td>Tusabe</td> <td>4/2</td> <td>1,225,000</td> <td>22/11/16</td> <td>23/01/17</td> <td>60</td> </tr> <tr> <td>Kyamulibwa</td> <td>/3/17</td> <td>3,081,904</td> <td>8/02/17</td> <td>9/03/17</td> <td>30</td> </tr> <tr> <td>Tusabe</td> <td>2/5/17</td> <td>1,250,000</td> <td>10/04/17</td> <td>28/04/17</td> <td>18</td> </tr> <tr> <td>Kipro</td> <td>1/4/17</td> <td>835,228</td> <td>30/01/17</td> <td>10/04/17</td> <td>69</td> </tr> <tr> <td>Tusabe</td> <td>1/05/17</td> <td>525,000</td> <td>07/02/17</td> <td>28/04/17</td> <td>80</td> </tr> <tr> <td>Masaka</td> <td>03/11/16</td> <td>446,500</td> <td>26/10/16</td> <td>01/11/16</td> <td>5</td> </tr> </tbody> </table>	Payee	VR NO	Amount	Invoice date	Recommendation date	Delay	Masaka	1058	4,296,270	26/06/17	29/06/17	3	Tusabe	4/2	1,225,000	22/11/16	23/01/17	60	Kyamulibwa	/3/17	3,081,904	8/02/17	9/03/17	30	Tusabe	2/5/17	1,250,000	10/04/17	28/04/17	18	Kipro	1/4/17	835,228	30/01/17	10/04/17	69	Tusabe	1/05/17	525,000	07/02/17	28/04/17	80	Masaka	03/11/16	446,500	26/10/16	01/11/16	5
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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>There was no record in the Planner's office to enable ascertain timeliness, although using the overall LG submissions as a proxy, all quarterly performance reports for the FY 2016/2017 were submitted late to Ministry of Finance, Planning and Economic Development.</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	<p>According to the internal audit reports for four quarters of FY 2016/17, the department had the following audit queries:</p> <ul style="list-style-type: none"> Internal Audit findings on the sector <table border="1" data-bbox="1093 459 1444 571"> <tr> <td>Quarter 1</td> <td>Quarter 2</td> <td>Quarter 3</td> <td>Quarter 4</td> </tr> <tr> <td>0</td> <td>1</td> <td>0</td> <td>1</td> </tr> </table> <p>No. of queries :</p> <p>The department had 2 audit queries in the year which were responded to which were acted on.</p>	Quarter 1	Quarter 2	Quarter 3	Quarter 4	0	1	0	1
Quarter 1	Quarter 2	Quarter 3	Quarter 4									
0	1	0	1									

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 	0	<p>There was no evidence of consultation with the gender focal person regarding guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.</p>
		<ul style="list-style-type: none"> Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	0	<p>No 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</p>

		<ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	1	<p>From the education department, SMCs of 8 government aided schools were sampled and all schools had a minimum of 4 female representatives. The government schools selected for field work (Binyibiryo P/S, Lwenkumba P/S) had evidence of functional SMCs) and 4 female representatives on each committee out of the 12 members.</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: 	0	<p>There was no evidence of collaboration with environment department.</p>



LGPA 2017/18

Health Performance Measures

Bukomansimbi District

(Vote Code: 600)

Score 51/100 (51%)

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	<p>The staffing levels stand at 80.8% and all staff are catered for in the 2017/2018 wage bill. Pending recruitments are mainly staff in DHO's office who are working in acting capacity and support staff (porters and askaris).</p>
2	<p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p>	4	<p>The recruitment plan 2017/2018 and 2018/2019 exists and a request to avail the wage bill was forwarded by the CAO to the permanent secretary, Ministry of public Services on 9th December 2016 and 29th September 2017 respectively.</p>

3	<p>The LG Health department has ensured that performance appraisal for health facility in charge is conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the health facility in-charge have been appraised during the previous FY: o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0</p>	0	<p>There are 7 Health Facilities and these are;</p> <ol style="list-style-type: none"> 1) Butenga HCIV 2) Mirambi HCII 3) Kitanda HCII 4) Bigasa HCIII 5) Kigangazi HCII 6) Kagogo HCII 7) Kisojo HCII <p>There were no appraisal forms filled for six (6) Health Facility In-charges, namely: Butenga Bigasa, Mirambi, Kitanda, Kisojo and Kigangazi. For one at Kagogo, the appraisal form was filled but incomplete.</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>	4	<p>Health workers are equitably distributed based on the staffing norms by Ministry of Health at HC II, III and IV level. The staff distribution list has been availed for all the 7 government health facilities (one HC IV, 3 HC IIIs and 3 HC IIs). All facilities have all technical staff well distributed per health facility</p>
Assessment area: Monitoring and Supervision				
5	<p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<p>• Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3</p>	0	<p>No evidence of communication of guidelines, policies and circulars issued from the national level</p>

		<ul style="list-style-type: none"> Evidence that the DHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	0	No evidence of specific meetings with health facility in-charges and the DHO to explain guidelines, policies and circulars
6	The LG Health Department has effectively provided support supervision to district health services	Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3	3	The district has one health centre IV (Butenga HC IV). There is evidence that this centre is supervised by the DHT as per the supervision log book notes dated; 13/12/17, 1/12/2017, 14/11/17, 11/09/17, 06/03/17, 31/10/17, 7/11/17
	Maximum 6 points for this performance measure	Evidence that DHT has supervised lower level health facilities within the previous FY: <ul style="list-style-type: none"> 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 	3	The health units visited were supervised by the DHT; Bigasa HC III; 9/11/17,1/03/17,13/02/17,02/02/17,30/01/17,12/10/16 Kitasa HC III; 30/11/17,9/2/17,19/12/16/06/07/16. Support supervision reports exists o supervisions although not all names of the health facilities are mentioned in the reports dated 20/02/17,14/19/16 (21 facilities mentioned by name), 15/12/16, 22/08/16,
7	The Health Sub-district(s) have effectively provided support supervision to lower level health units Maximum 6 points for this performance measure	Evidence that health facilities have been supervised by HSD and reports produced: <ul style="list-style-type: none"> If 100% supervised score 6 points • 80 - 99% of the health facilities: score 4 • 60 - 79% of the health facilities: score 2 • Less than 60% of the health facilities: score 0 	0	There is no evidence that the lower level health facilities are supervised by Butenga HC IV (an HSD). This is due lack of PHC funds allocated to supervision of lower level health facilities

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>	<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	<p>No evidence that support supervision reports have been discussed and used to make recommendations for corrective action</p>
	<p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	0	<p>No evidence that specific recommendations have been taken up to improve action</p>
9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> o List of health facilities which are consistent with both HMIS reports and OBT: score 10 	10	<p>The LG submitted facilities that are receiving PHC funds in OBT. All names appear under government facilities outputs (7) and PNFP health facilities (13)</p>

Assessment area: Governance, oversight, transparency and accountability

<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	2	<p>The District has one General Purpose Committee that considers all issues pertaining to all the sectors and there was evidence that they had met and discussed issues and also submitted them to full Council for approval.</p> <ul style="list-style-type: none"> • Minutes availed include: • Meeting of 16th October; 9th March, 2017, 24th May, 2017; 30th May 2017; • Issues discussed included Presentation of Quarter 1&2 implementation report 2016/2017; Discussion of and Recommendation of the GPC; Discussion of Capacity Building Plan and the Procurement Plan; Discussion of Proposed Sector Allocations and Change of LGCP Work Plan and Revisions of 2016/2017 as result of additional funds release from MoFPED . (GPC/03/05/17
	<ul style="list-style-type: none"> • Evidence that the health sector committee has presented issues that require approval to Council: score 2 	2	<ul style="list-style-type: none"> • The District Council met four times during 2016/2017 on 17th August, 2016;;26th October, 2016,;23rd March 2017; 25th April 2017; • Min CM/03/05/16: Discussion and Approval of GPC Report ; Approval of estimates for 2016/17 • Council Meeting of 10th October, 2017 Discussed General Performance of the District 2016/2017 (Min BKM/CM/05/10/17) • BKM/CM/04/10/17 – Presentation of GPC Recommendations which included Approval of Quarterly Reports; Discussion of General Performance of the District 2016/2017 FY.

11	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 5 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> • If 100% of randomly sampled facilities: score 5 • If 80-99% : score 3 • If 70-79%: : score 1 • If less than 70%: score 0 	0	<p>There are no minutes of FY 2016/2017 FY for the HUMC due to delay to choose new HUMC</p> <p>Bigasa HC III; Minutes FY2016/2017 not seen</p> <p>Butenga HC IV. No meetings held FY2016/2017</p> <p>Kitasa HC III; Minutes with the incharge who is not available</p> <p>Minutes of HUMC seen for 2017/2018;</p>
12	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • 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 	3	<p>PHC financial releases have been publicised on the DHO notice board for quarterly releases first and second quarter FY 2017/2018</p>
Assessment area: Procurement and contract management				
13	<p>The LG Health department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 <p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p>	2	<p>The sector has no procurement request submitted for FY 2017/2018 due to lack of development grant. Requisitions for stationery , office equipment and welfare for staff were availed on file for FY 2017/2018 dated 23/3/2017, 6/12/2017</p> <p>No investment that requires LG to submit a form PP5 or PPI1 for the current FY2017/2018</p>

14	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time: 100% - score 8 70-99% – score 4 Below 70% - score 0 	8	<p>The procurement plan for medicines and supplies for Butenga HC IV was signed off by the DHO on 8th February 2018 for FY 2018/2019 and previous FY on 4th January 2016 for FY 2017/2018. The procurement plan for Bigasa HC III was seen although was not stamped by the DHO</p>																														
15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points 	0	<ul style="list-style-type: none"> From a review of four payments it was established that the shortest time it took to initiate payment was nine days and the longest was 70 days to initiate payment as shown below; <table border="1"> <thead> <tr> <th>Payee</th> <th>VR NO</th> <th>Amount</th> <th>Invoice date</th> <th>Recommendation date</th> <th>Delay</th> </tr> </thead> <tbody> <tr> <td>Total</td> <td>1/1</td> <td>1,540,000</td> <td>2/08/16</td> <td>11/10/16</td> <td>70</td> </tr> <tr> <td>Total</td> <td>12/11</td> <td>1,000,000</td> <td>23/10/16</td> <td>02/11/16</td> <td>9</td> </tr> <tr> <td>Total</td> <td>1/3</td> <td>1,000,000</td> <td>23/01/17</td> <td>02/03/17</td> <td>39</td> </tr> <tr> <td>Total</td> <td>5/5</td> <td>1,000,000</td> <td>5/04/17</td> <td>16/05/17</td> <td>41</td> </tr> </tbody> </table>	Payee	VR NO	Amount	Invoice date	Recommendation date	Delay	Total	1/1	1,540,000	2/08/16	11/10/16	70	Total	12/11	1,000,000	23/10/16	02/11/16	9	Total	1/3	1,000,000	23/01/17	02/03/17	39	Total	5/5	1,000,000	5/04/17	16/05/17	41
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Assessment area: Financial management and reporting																																		
16	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>There was no record in the Planner's Office to ascertain adherence to timelines.</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 • If sector has no audit query score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points • If all queries are not responded to score 0</p>	0	<p>According to the internal audit reports for four quarters of FY 2016/17, the department had the following audit queries:</p> <ul style="list-style-type: none"> Internal Audit findings on the sector <table border="1" data-bbox="826 465 1465 629"> <thead> <tr> <th>Quarter</th> <th>Quarter 1</th> <th>Quarter 2</th> <th>Quarter 3</th> <th>Quarter 4</th> </tr> </thead> <tbody> <tr> <td>No. of queries :</td> <td>0</td> <td>3</td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>2</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>The department had 10 audit queries in the year which were responded to and some were not acted on.</p>	Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	No. of queries :	0	3			5	2			
Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4															
No. of queries :	0	3																	
5	2																		
Assessment area: Social and environmental safeguards																			
18	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<p>• Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2</p> <p>• Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2</p>	2	<p>All HUMC visited have female representation up to 30%.</p> <p>Butenga (1/9), Bigasa HC III (3/7), Kitasa (4/10), Mirambi (4/8)</p> <p>No evidence that the DHO has issued sanitation guidelines to health facilities</p>															
19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<p>• Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points.</p>	0	<p>No evidence that the DHO has issued medical waste management guidelines to health facilities</p>															



LGPA 2017/18

Water & Environment Performance Measures

Bukomansimbi District

(Vote Code: 600)

Score 73/100 (73%)

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	<p>Two sub-counties i.e. Bigasa (69%) and Kitanda (85%) are below the district average of 86% (as at June 2017).</p> <p>Both sub-counties have been targeted in FY 2017/18 as established from the AWP for FY 2017/18:</p> <ul style="list-style-type: none"> Bigasa – 3 rainwater harvesting tanks (RHT) (<i>Bukango P/S, Kiteredde and Lifeline Primary School</i>), 4 borehole rehabilitations (<i>Kayunga, Swaliki, Kibaale, Buswege</i>) Kitanda – 3 rainwater harvesting tanks (<i>St. Martin Mbaale P/S, Kagologolo P/S and Brainway Junior School</i>), 1 valley tank, 6 borehole rehabilitations (<i>Kasambya (2no.), Nyonjo, Kabandiko, Kyankoko, Makukuulu</i>)

2	<p>The LG Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY: score 15 	15	<p>From the Annual Progress Report for FY 2016/17, the projects in the sub-counties with coverage below the district average were implemented:</p> <ul style="list-style-type: none"> • Bigasa – 1 deep borehole (hand pump) (<i>Bbosa</i>), 1 RHT (<i>Pride Junior School</i>), 3 borehole rehabilitations • Kitanda – 1 rainwater harvesting tank (<i>Bulenge Muslim P/S</i>), 7 borehole rehabilitations
Assessment area: Monitoring and Supervision				

<p>3</p>	<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>	<p>15</p>	<p>Total number of projects implemented in FY 2016/17 as established from the Annual Progress Report for FY 2016/17 were :</p> <ul style="list-style-type: none"> • Rehabilitation of 14 boreholes • Construction of 2 deep boreholes (hand pump) • Construction of 5 communal masonry RHTs • Construction of 5 protected springs <p>From the supervision and monitoring reports reviewed , all contracts covering 26 facilities (100%) were monitored at least once with details as shown below;</p> <ul style="list-style-type: none"> • Progressive Report on the Construction of 2 medium sized protected springs - Lot 2 (<i>Seera and Lwenkuba</i>) (dated 20/06/2017) • Inspection Report for 3 medium sized springs - Lot 1 (<i>Kiwenjula, Kasambya, Kissojjo B</i>) (dated 07/03/17) • Inspection report for 2 deep boreholes (<i>Nanfabirye and Kagoyagoye</i>) (dated 12/06/2017), Progressive Report (dated 08/06/17) • Inspection report for 3 tanks (<i>Kyabagoma Muslim P/S, Bulenge Muslim P/S and Red Star Junior School</i>) (dated 07/3/2017) • Inspection report for 2 tanks (<i>Pride Junior School and Bukomansimbi SSS</i>) (dated 02/02/2017) • Completion Report for Rehabilitation of 14 boreholes (dated 25/04/17)
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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	<p>List of facilities in the performance contract and OBT for FY 2017/18 includes 8 masonry rain water tanks, 14 deep borehole rehabilitations, and 1 valley tank. This is consistent with the MIS information obtained from MWE.</p>
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Assessment area: Procurement and contract management

5	<p>The LG Water department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	0	<p>None of the procurement requests reviewed for the planned projects in FY 2017/18 was submitted on time (by April 30th 2017):</p> <ol style="list-style-type: none"> 1. Construction of 4 tanks Lot 1 (<i>submitted 23/06/17</i>) 2. Construction of 4 tanks Lot 2 (<i>submitted 23/06/17</i>) 3. Supply of spare parts and accessories for borehole rehabilitation (<i>submitted 23/06/17</i>) 4. Construction and Installation of auxiliaries to a valley tank at Misenyi (<i>submitted 23/06/17</i>)
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The DWO has appointed Contract Manager and has effectively managed the WSS contracts

Maximum 8 points for this performance measure

• If the DWO prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2

2

Contract management files availed:

1. Construction and Installation of auxiliaries to a valley tank at Misenyi. (*Project Manager - Mr. Matovu Charles (ADWO) – appointment letter dated 11/08/17*)

2. Construction of 4 tanks - Lot 1 (*Project Manager - Mr. Matovu Charles (ADWO) – appointment letter dated 11/08/17.*)

3. Construction of 4 tanks Lot 2 (*Project Manager - Mr. Matovu Charles (ADWO) – appointment letter dated 11/08/17*)

4. Supply and delivery of spare parts and accessories for borehole rehabilitation (*Project Manager - Kayiwa Ronald, (Borehole Mechanical Technician) – appointment letter dated 11/08/17*)

Site Instruction book was also availed as evidence of the site visits conducted on the different projects.

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

2

From the field assessment of a sample of projects completed in FY 2017/18 which included rainwater tanks at Pride Africa SSS, Kagologolo COU Primary School, St. Martin Mbaale Primary School, Lifeline Junior School, and FY 2016/17 projects including a protected spring at Lwenkuba and deep borehole at Nanfabirye, construction is as per the designs.

• If contractor handed over all completed WSS facilities: score 2

0

Handover reports were not availed at the time of assessment.

• If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2

2

For the completed projects in FY 2016/17 status of completion certificates and completion reports filed was as follows:

1. BUKO600/WRKS/2016-2017/00040 - Bukomansimbi General Services : Construction of 2 medium sized protected springs. Completion Certificate (dated 20/06/17)

2. BUKO600/WRKS/2016-2017/00012 - Bukomansimbi General Services :Construction 3 medium sized springs. Completion certificate (dated 7/3/17)

3. BUKO600/WRKS/2016-2017/00039 - R.B Mubiru Services: Drilling of 2 deep boreholes. Completion certificate (dated 12/06/17)

4. BUKO600/WRKS/16-17/00035 - Bukomansimbi General Services: Construction of 3 rainwater harvesting tanks. Completion certificate (dated 07/03/17)

5. BUKO600/WRKS/16-17/00036 - Bukomansimbi General Services: Construction of 2 rainwater harvesting tanks. Completion certificate (dated 02/02/17)

6. Rehabilitation of 14 boreholes. Completion Report (dated 25/04/17)

7

• Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points

• Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points

0

• From a review of 9 payments it was established that the shortest time it took to initiate payment was one day and the longest was 44 days as shown below;

Payee	VR NO	Amount	Invoice date	Recommendation	Delay
D-MUK			12/9/16		
233946	19/08/16	No	date		
Bukomansimbi	23/9/16				
3,267,432	22/09/16				
27/09/16		5			
R.B Mubiri	25/09/16				
2,348,678	16/08/16				
27/09/16		41			
Total (U) Ltd	6/10/16				
1,200,000	20/10/16				
26/10/16		6			
Karobs	8/11/16				
2,947,728	19/09/16				
03/11/16		44			
Total (U) Ltd	7/11/16				
500,000	27/10/16	28/10/16			
		1			
Total (U) Ltd	34/5/17				
936,000	23/05/17	23/05/17			
		0			
Total (U) Ltd	2/05/17				
1,216,800	5/05/17	3/05/17			
		-			
Kipro	30/5/17	1,048,155			
30/01/17	4/04/17				
		4			

Assessment area: Financial management and reporting

8	<p>The LG Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	0	<p>The was no record in the Planner's Office to help ascertain timeliness.</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 	5	<p>According to the internal audit reports for four quarters of FY 2016/17, the department had NO audit queries:</p> <ul style="list-style-type: none">
Assessment area: Governance, oversight, transparency and accountability				

10

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

Maximum 6 for this performance measure

• 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

The District has one General Purpose Committee that considers all issues pertaining to all the sectors and there was evidence that they had met and discussed issues and also submitted them to full Council for approval.

• Minutes availed include:

• Meeting of 16th October; 9th March, 2017, 24th May, 2017; 30th May 2017;

• Issues discussed included Presentation of Quarter 1&2 implementation report 2016/2017; Discussion of and Recommendation of the GPC; Discussion of Capacity Building Plan and the Procurement Plan; Discussion of Proposed Sector Allocations and Change of LGCP Work Plan and Revisions of 2016/2017 as result of additional funds release from MoFPED . (GPC/03/05/17

		<ul style="list-style-type: none"> • Evidence that the water sector committee has presented issues that require approval to Council: score 3 	3	<ul style="list-style-type: none"> • The District Council met five times during FY 2016/2017 on 17th August, 2016; 26th October, 2016; 23rd March 2017; 25th April 2017; and 30th May, 2017 - and there was evidence of consideration of presentations of issues from the General Purpose Committee. - Min BKM/CM/04/05/17: Discussion and Approval of GPC Recommendations - Min BKM/CM/05/5/17 – Approval of the 2017/18 Budget • Min BKM/CM/03/05/16: Discussion and Approval of GPC Report and Approval of estimates for 2016/17 • BKM/CM/04/10/17 – Presentation of GPC Recommendations which included Approval of Quarterly Reports; Discussion of General Performance of the District 2016/2017 FY.
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 	0	<p>The AWP, budget, releases and expenditures for FY 2017/18 were not displayed on the District's Notice Boards at the time of assessment.</p> <p>The district has a website www.bukomansimbi.go.ug but no information on budgets, expenditures and releases for the Water department was displayed.</p>

		<ul style="list-style-type: none"> • All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	0	<p>From the field assessment of the sampled projects, labelling is not sufficient for most projects:</p> <ul style="list-style-type: none"> • Pride Africa SSS RHT – inscription not legible • Kagologolo COU Primary School RHT – inscription not legible • St. Martin Mbaale Primary School RHT – Inscription (<i>Project Name, Location, Contractor, Contract No. and Facility No.</i>) • Protected spring at Lwenkuba – No labelling • Deep borehole at Nanfabirye – Inscription (<i>Borehole No., Date of construction</i>)
		<ul style="list-style-type: none"> • Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	0	<p>No information on tenders and contract awards for the FY 2017/18 projects was displayed on the District notice boards at the time of assessment.</p>
12	<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • 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>For the planned projects in FY 2017/18, applications for 3 out of 23 projects were availed at the time of assessment (<i>rain water harvesting tanks for Lifeline Junior School, Kiteredde Primary School and Pride Africa SS</i>)</p> <p>No village application forms were availed for any of the 14 borehole rehabilitations at the time of assessment.</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	<p>The 2nd Quarter Software Report (<i>dated 2/01/18</i>), submitted to MWE, on functionality of WSCs indicates that 7 WSCs are functional. However no evidence on collection of O&M fees and payment for minor repairs was available on file at the time of assessment.</p>
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Assessment area: Social and environmental safeguards

13	<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	2	<p>A report on environmental and social screening of water projects for FY 2017/18 (<i>dated 30/08/17</i>) was availed. Environmental and Social Screening Forms for a sample of 5 projects were as follows:</p> <ul style="list-style-type: none"> • Construction of a valley tank at Misenyi (<i>dated 23/08/2017</i>) • Construction of a RHT at Kiteredde P/S (<i>dated 23/08/2017</i>) • Construction of a RHT at Pride Africa SSS Kikondere P/S (<i>dated 18/08/2017</i>) • Construction of a RHT at St. Martin Mbaale P/S (<i>dated 25/08/2017</i>) • Construction of a RHT at Kagologolo C/U (<i>dated 26/08/2017</i>) <p>From the field assessment of 3 projects: Pride Africa SSS, Kagologolo COU Primary School and St. Martin Mbaale Primary School RHTs, mitigation measures had been implemented at the time of assessment.</p>
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		<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	Environment and Social Certification Forms for the completed projects (rain water harvesting tanks) that would confirm that the environmental concerns as had been identified during screening had been addressed were not availed at the time of the assessment.
		<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	1	<p>From two sampled contracts for construction of masonry tanks, environmental protection is catered for in BoQs that form part of works contracts for WSS projects. Provisions in the BoQs include 'Mitigating Environment by planting and protecting fruit trees as approved by engineer' under Bill Item F.</p> <p>From the field assessment, five fruit trees had been planted at Pride Africa S.S.S</p>
14	<p>The LG Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If at least 50% WSCs are women as per the sector critical requirements: score 3 	0	Lists of WSC composition for the sampled facilities for FY 2017/18 were not availed at the time of assessment.
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	Sanitation facilities were not budgeted for in the current and previous FYs.