



LGPA 2017/18

Accountability Requirements

Buliisa District

(Vote Code: 576)

Assessment	Compliant	%
Yes	2	33%
No	4	67%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.	xxx	<ul style="list-style-type: none"> Submitted copy to ministry of finance daft by 4/5/2017 as per yellow receipt and final 5/7/2017 as per ministry register 	No
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).	xxxxx	<ul style="list-style-type: none"> Budget was attached to the performance contract, but procurement plan was not accompanying. Ministry did have not copy and advised that teams should PPDA which also referred teams to regional PPDA offices. Copy of approved procurement plan was seen at the district presented to TPC 	No
Assessment area: Reporting: submission of annual and quarterly budget performance reports			
LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)	xxxxx	<ul style="list-style-type: none"> The annual report was submitted to ministry of finance on 11/8/17 beyond 31/July/2017. 	No
LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)	xxxxxxx	<ul style="list-style-type: none"> All quarterly budget performance reports were submitted. Q1 on 15/11/2016, Q2 5/2/2017, Q3 8/5/2017 and Q4 11/8/2017 as per yellow receipts. However this was beyond 31st July as required 	No
Assessment area: Audit			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p>	<p>xxxxx</p>	<p>The district submitted the report on 24/3/2017 as indicated by the stamp on the report by the office Internal Auditor Generals. The response were to the eleven issues raised in the Audit report for 2015/16</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxx</p>	<p>The report from the Auditor General for 2016/17 obtained from their offices indicated that the district is No.52 on page 201 of the report among 146 DLGs and MCs with unqualified opinion.</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Buliisa District

(Vote Code: 576)

Score 50/100 (50%)

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: • A functional Physical Planning Committee in place that considers new investments on time: score 2.</p>	0	<p>Physical Development Plans for Biiso and Wanseko in place approved by Council minute COU 08/2017/18 sitting on 28/8/2017. No evidence of submission to MoLHUD. Only Buliisa TC submitted as an entity as per ministry register.</p> <p>Physical Planning Committee in place appointed by CAO on 28/8/2017. But no minutes in place as evidence of functionality.</p> <p>Approval within 28 days could not be proved because there was no register with clear dates.</p>
		<p>• All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2.</p>	0	<p>No new infrastructure investments with approved plans consistent with the Physical Development Plans were seen.</p>
2	<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p>	<p>• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.</p>	0	<p>The budget conference was conducted on 25/10/2016 as per accountability documents, and report by the District Planner but priorities for the current FY were not discussed to help establish linkage with the AWP. It only discussed priorities of the same year 2016/2017.</p>
		<p>• 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.</p>	2	<p>Consistence was established as evidenced by same projects in both documents such as; Bore hole drilling, Borehole rehabilitation, latrine construction, construction of DEOs office and road rehabilitation projects.</p>
		<p>• Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1.</p>	0	<p>Project profiles were not seen. Statistician confessed that the department will seek guidance from NPA on the format.</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>Current statistical abstract was not in place as confessed by the district statistician. So dis aggregation and effect on resource allocation could not be assessed. Only old copy of 2014/15 which is also in soft copy.</p>
4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	2	<p>Projects implemented such as Kaguta-Nyamasoga-Bukumi road, Health latrine at Bugoigo, Staff houses (Buliisa, Bugoigo and Butiaba), Maintenance of road in Buliisa TC, Spring protection and latrine construction at Karuka were all drawn from the AWP and budget approved by council.</p>
		<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	<p>All projects as per Annual Performance report of 2016/17 were completed.</p>
5	<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects and assets during the previous FY</p>	<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	<ul style="list-style-type: none"> Projects implemented such as Kaguta-Nyamasoga-Bukumi road 33,920m, Health latrine at Bugoigo 1.2m, Staff houses (Buliisa, Bugoigo and Butiaba) 25m, Maintenance of road in Buliisa TC 101,612m, Spring protection 40,080 and latrine construction at Karuka 20,427 were all implemented as per budget.
	<p>Maximum 4 points on this Performance Measure.</p>	<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>Urban unpaved roads maintenance budgeted and spent 101.612, Classroom rehabilitation budgeted and spent 983,000 and Teacher house rehabilitation budgeted and spent 5,565,000. This is above 100%</p>
<p>Assessment area: Human Resource Management</p>				

6	<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	0	<p>Apart from the DEO and CDO whose performance Contracts (Appraisal as per new guidelines issued by MoPS on 26th June 2011), the rest of HODs (in acting capacity) have no evidence of signed performance contracts on file.</p>
		<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	0	<p>Only 2 out of the 9 HoDs are substantively appointed ie District Education Officer and Community Development Officer as per their performance contracts on file. The others are in Ag capacity or assigned duties.</p>
7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for recruitment have been considered: score 2 	2	<p>A list of positions for recruitment (Conditional grant, PHC, Agriculture) grants was authorised by MoPS in a letter dated 19/8/2016 and approved by the DSC on 23/11/2016 under minute 30/2016 (minute book). DSC advertised in the New vision of 28/11/2016. Subsequently, the recruitments were done as per minutes of 16/12/2016, 9/2/2017, 24/2/2017 and 27/2/2017.</p>
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	<p>The DSC sitting of 17/5/2017 under minute 68/2017 considered all the 38 officers submitted confirming 7 of them. In addition the sittings of 27/2/2017 and 12/4/2017 confirmed 2 officers each.</p>
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	<p>Four (4) discipline cases were submitted to the DSC during 2016/17 FY (2 on 9/12/2016, 1 on 16/11/2016 and 1 on 2/2/2017). All of them were handled i.e 1 was considered in the meeting of 22/11/2016 under minute 36/2016 while the other three(3) were considered on 27/2/2017 under minutes 29/2017, 30/2017 and 31/2017.</p>

8	Staff recruited and retiring access the salary and pension payroll respectively within two months	<ul style="list-style-type: none"> • Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	3	All the 6 officers sampled from the list of officers recruited in 2016/17 FY (April and May) were on June payroll i.e had accessed payroll within 2 months from the time of recruitment
	Maximum 5 points on this Performance Measure.	<ul style="list-style-type: none"> • Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	0	During the FY 2016/17, only one officer (Nursing Assistant) retired. He retired on 12/8/2016 and accessed payroll on 22/6/2017 i.e 10 months after retirement.

Assessment area: Revenue Mobilization

9	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • 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	Actual revenue collection in 2015/16 was 200,713,974 as compared to actual collection in 2016/17 which was 318,888,504. An increase of 118,174,532 , equivalent of about 59%,. • The increase was due to a boom in cattle trade and fishing
10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10% : then 2 points. If more than +/- 10% : zero points. 	0	The revenue budgeted in 2016/17 was 238,687,487 but actual collection was 318,888,504. Actual collection was higher than budgeted amount by 80,201,017. An equivalent of 25%

11	Local revenue administration, allocation and transparency	<ul style="list-style-type: none"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	0	The district does not remit to LLG but receive 35% remittance of local revenue collected by LLG (Sub Counties)
	Maximum 4 points on this performance measure	<ul style="list-style-type: none"> Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	0	Of the 318,888,504 OSR the council has spent 79,114,000 which is 25%

Assessment area: Procurement and contract management

12	The LG has in place the capacity to manage the procurement function Maximum 4 points on this performance measure.	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	0	<p>Position available, the officer has qualification (Post Graduate Diploma in Procurement-Dejje University, Bachelors in Procurement and Supply Management from Kyambogo University but the position not filled yet.</p> <p>Evidence from HR shows that they are unable to effectively appoint staff due to the wage bill ceiling and that the approved structures is being used to assign officers to those positions on secondment</p>
		<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	Record of Bid Opening 4 documents opened LG PP form 10 with attendance 5 people in attendance. The TEC vide LG PP from 12, the TEC sat on 18th October 2016 assessed 4 Bidders and Recommended Sumadhura Tech Ltd.
		<ul style="list-style-type: none"> Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	1	Under the Contracts Committee Minutes Vide: Min 4 (10) DCC/BDLG/2016(01) upheld the TEC recommendation. No deviation

13	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2 	2	<p>Construction of 2- 5 stance VIP latrine at Waiga (Education) budgeted 23m UGX and 5 stance VIP Kisansya (Water Sector) 24m UGX</p> <p>The consolidated Procurement plan 2017/18, shows adjustable to the Annual Approved Work plans thus the values herein are as per the AWAP 2017/18. Based on the 4th Quarter Procumbent Report 66 projects in FY2016/17 fully completed dated 18th July 2017 signed by CAO</p>
14	<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2 	0	<p>The current FY Procurement Plan indicates 44 infrastructure and investment plan. Only 6 hard copy documents were available during the assessment and the rest were in soft copy thus bid documents not fully prepared</p>
		<ul style="list-style-type: none"> For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	0	<p>Form 7: Contracts Registers available for every procurement: Rehabilitation of 15 deep borehole Under UNICEF, BOLIS76/WRKs/16-17/00002 Lot I. Files available for only actual procured contract services thus not all procurements have contractors on the registers</p>
		<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>Construction of 10 boreholes, by Sumadhura Tech Ltd Open Bidding 231,000,000</p> <p>Completion of Kigwera Sub County Offices</p> <p>Supply of a double Cabin Pickup vehicle for education Department</p> <p>Supply of a double Cabin Pickup vehicle for CAOs Office 134,300,000 UGX</p> <p>Procurement Notice 001 dated 8th September 2016.</p> <p>Suppliers include; The Cooper Motors Cooperation Ltd</p>

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	<ul style="list-style-type: none"> Completion Certificates Obtainable from finance Final Certificate Date 21/09/2017, Mutembe and Company LTD, Amount 65,890,000 UGX, Initiator of the Certificate Engineer Baguma James Bakajjo Enterprises Ltd 34,058,930 UGX date 21/10/2016, Construction of 5 stance latrine, three certificates issued KAR Construction LTD Certificate 9 Construct sum 298,339,910 UGX MUTEMBE and COMPANY LTD, Date: 12/04/2017, Amount 15,558,000 UGX Certificate 1
		<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>Only one project out of 44 project works in FY 2017/18 e.g. Completion of District Stores Phase II FY 2017/18. Contractor SAG GEO Consult LTD. Construct Sum:58,833,620/=</p>
Assessment area: Financial management				
16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	4	<p>Bank reconciliation are prepared on monthly basis as seen from the cash books presented by the CFO.The last one prepared in January 2018.</p>
17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	0	<ul style="list-style-type: none"> There is no payment claim register although the final accounts shows an Outstanding payments for the 2016/17 was 20,336,000

18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3. 	0	<p>There is no substantially appointed Senior Internal Auditor, the person is acting. The substantially appointed Internal auditor is acting CFO.</p>
		<ul style="list-style-type: none"> Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries: score 2. 	2	<p>Audit reports with actions taken on Audit queries submitted to Secretary PAC, CAO, LCV, and RDC as shown on the delivery book.</p> <p>Quarter 1 on 15/10/2016</p> <p>Quarter 2 on 30/1/2017</p> <p>Quarter 3 on 30/4/2017</p> <p>Quarter 4 on 12/10/2017</p> <p>Management letters to that effect are also issued.</p>
		<ul style="list-style-type: none"> Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1 	1	<p>Quarterly discussions by PAC on audit issues raised by the Internal Auditor were submitted to CAO and the Executive (Chairperson LCV) and to ministry of Local Government were presented and confirmed.</p>
19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	0	<ul style="list-style-type: none"> The Assets register though maintained, some information are not recorded for some assets like Graders, and other equipment from the Ministry of Works and Transport

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"> • Bulisa District local government obtained unqualified opinion as reflected in the Auditor General Report on page 201
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Assessment area: Governance, oversight, transparency and accountability

21	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<p>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</p>	2	<p>Some sets of council minutes for the previous FY were not seen because purportedly had been taken by ACCORD for verification and not yet returned. Only four sets of Sept/2016, December/2016, May/2017 and June 2017 dated 30th June 2017 were seen with evidence of discussing service delivery issues. Issues discussed included; Approval of budgets, approval of DSC members, banning of slot machines, approval of Town Councils, approval of 5 year HIV/AIDS Plan, budgets and revenue enhancement plan</p>
22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2. 	0	<p>No documentary evidence that a specific person is either designated or appointed.</p>

23	The LG shares information with citizens (Transparency)	Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2	0	2016/2017 not seen on any notice board or any means. Only part of 2013/2014 .This is apparently the role Human Resource function.
	Total maximum 4 points on this Performance Measure	• Evidence that the procurement plan and awarded contracts and amounts are published: score 1	1	Best evaluated bidder notice For 2016/2017 seen on notice boards dated 16/5/2017 and 19/10/2017.
		• Evidence that the LG performance assessment results and implications, are published e.g. on the budget website for the previous year (from budget requirements): score 1.	0	N/A
24	The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens	• 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	Delivery sheet for working hours and attendance to duty delivered to schools, health centres and sub counties in August 2017.
	Maximum 2 points on this performance measure	• 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	Baraza reportedly conducted once in 2016/2017, and radio programme conducted on Biiso FM but no evidence.
Assessment area: Social and environmental safeguards				

25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2. 	2	<p>Mainstreaming is mainly through partners support to the District; World Vision and NUSAF in areas of Child Protection, Budgeting, Gender roles, Leadership Skills. Sample of reports of mainstreaming E.g. Progress Report 14th August 2017, 14 July 2017 and 10th February 2017.</p> <p>All Departments were represented in these activities</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. 	2	<p>Planned Activities for current FY 2017/18 planned Buliisa District Local Government Community Based Services Department AWPB, Amount Total 650,880,250UGX and Gender Total is =163,060,000 UGX</p> <p>Planned Activities for current FY 2016/17 planned Buliisa District Local Government Community Based Services Department AWPB, Amount 604,137,250UGX and Gender Amount 165,220,000 UGX, Only Women Day was not Implemented worth 4,000,000UGX. Implementation status stood at 97% of the Budget</p>
26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 2 	0	<p>No EIA screening, The Environment Officer has just been recruited to the position from July 2017</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>Most projects were implemented beforehand as such environmental integration is with the New FY e.g. Borehole projects will apply the screening checklist. Otherwise no integration into plans yet. Guidelines LGMSD are available circulated but not in use by Departments.</p>
		<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>No proof of Titles but agreements are available</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	Environmental and Social Certification for the Community and Lower Local Government Project guidelines are available but not yet in use or attached to specific projects. There need for more capacity building in these areas
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LGPA 2017/18

Educational Performance Measures

Buliisa District

(Vote Code: 576)

Score 47/100 (47%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human Resource Management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> 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 	4	<p>The performance contract 2017/18, staff lists indicates 385 teachers on payroll in 31 p/s; On average 12 teachers per school.</p> <p>The sample below confirms that the LG meets the threshold of 7 teachers per class; e.g, Kisansya 15, Ndandamire p/s has 17, Kisiabi 14, Garasorya 11, St. Marys Biiso 12, among others</p>
		<ul style="list-style-type: none"> Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4 	4	<p>At least every school has been assigned a head teacher basing on staff list reviewed.</p> <ul style="list-style-type: none"> Schools sampled to check on deployment (DP) at schools against staff lists (SL) in the performance contract include: Ndandamire DP 19 : SL 17, Kisiabi DP 14 : SL 14, Kisansya DP 18 : SL 15, respectively confirm a head teacher per school.

2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> If 100% score 6 If 80 - 99% score 3 If below 80% score 0 	3	<p>Basing on the current staff structure of 457, the wage bill only provides for 385 teachers; implying $385/457 * 100 = 84\%$</p>
3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	0	<p>The staff structure allows 3 inspectors of schools under the current wage bill, only one post is filled and 2 Inspector of Schools missing.</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>	0	<p>The department recruitment plan for 2017/18 is not available. Since 2015/16, the wage bill has been stagnant and the available plan is only for replacement in case posts fall vacant.</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	<ul style="list-style-type: none"> The recruitment plan for inspectors is in place, and the wage bill is available to fill the posts.

5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3</p>	0	<p>By the time of assessment, the appraisal for the only school inspector in the district could not be seen.</p>
		<p>Evidence that the LG Education department appraised head teachers during the previous FY. • 90% - 100%: score 3 • 70% - 89%: score 2 • Below 70%: score 0</p>	3	<p>All the 4 sampled head teachers had their appraisal (performance agreements) signed for 2016 and 2017 calendar years.</p>

Assessment area: Monitoring and Inspection

6	<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<p>• Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1</p>	1	<ul style="list-style-type: none"> • All these communications from national level and LG level are disseminated through head teacher's general meetings at beginning and end of term. • Circulars include; school charges circular, dated 24/10/2017 • Abandonment and abscondment and absence from duty, dated 19/10/2017.
		<p>• Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level, including on school feeding: score 2</p>	2	<ul style="list-style-type: none"> • Meeting with; Head teachers, SMCs, and Senior women/men teachers meeting at Trisek hotel, dated 23-27 Jan 2017; About, Prevention and Response to Violence against Children in Schools.

7	<p>The LG Education Department has effectively inspected all private and public primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all private and public primary schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> 100% - score 12 90 to 99% - score 10 80 to 89% - score 8 70 to 79% - score 6 60 to 69% - score 3 50 to 59% - score 1 Below 50% - score 0. 	0	<ul style="list-style-type: none"> Inspection done, in some cases jointly with LINK organisation- a development partner. evidence could not be established at time of assessment.
8	<p>LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	0	<ul style="list-style-type: none"> Recommendations and issues from inspection of schools are discussed at Department meetings. But no evidence of Department minutes availed at time of assessment.
		<ul style="list-style-type: none"> Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	2	<ul style="list-style-type: none"> Basing on DES inspection reports matrix, indicate two submissions for only 2 quarters out of 4 quarters in 2016/17.
		<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up: score 4 	0	<ul style="list-style-type: none"> No evidences or minutes seen on following up on recommendations.

9	The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> List of schools which are consistent with both EMIS reports and OBT: score 5 	5	<ul style="list-style-type: none"> The list of 31 primary schools on EMIS list in DEOs office, are consistent with performance contract schools/staff lists 2017/18.
	Maximum 10 for this performance measure	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> Enrolment data for all schools which is consistent with EMIS report and OBT: score 5 	0	School enrolment as per the performance contract 2017/18, pg 20 shows 22,000 pupils while EMIS submissions to MoES indicate (12,036 males and 11,050 females) a total of 23,086 pupils showing no consistence.

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	<ul style="list-style-type: none"> Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc...during the previous FY: score 2 	0	Minute sets for the committee were not seen, purportedly had been taken by ACCORD for verification and not yet returned to file. It was not possible to establish whether council sector implementation plan and sector discussions were approved by council.
	Maximum 4 for this performance measure	<ul style="list-style-type: none"> Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	0	Sectoral committee minutes were not in place, therefore this could not be verified.

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>	3	<ul style="list-style-type: none"> • Basing on the schools sampled and visited i.e Kisiabi p/s, Ndandamire p/s, and Kisansya p/s; Ndadamire p/s Findings were: SMCs fully constituted, appointed, oriented, and inaugurated, 3 meetings held in a year at least once per term and minutes were seen.
12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3 	3	<ul style="list-style-type: none"> • Non wage grants for UPE schools are displayed on Public notice boards and Head teachers' also in their offices as witnessed at sampled schools visited.
Assessment area: Procurement and contract management				
13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	4	<ul style="list-style-type: none"> • Procurement request submitted for quarter 1, July-September for completion of projects, allocations for each quarter is 30, 716,538 were viewed.

14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<ul style="list-style-type: none"> • A vehicle bought by the department on instalment. All the instalments were paid quarterly as agreed: • 6/12/2016 first payment of 78,000,000 Voch N02/12/16 • 2/3/2017 second payment of 42,000,000 Voch N0 1/3/17 • 13/6/2017 third payment of 14,300,000 Voch N013/6/17
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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>All sets were submitted Q1 7/11/2016, Q2 31/01/2016, Q3 3/5/2017 and Q4 7/8/2017 as dates of submission to ministry. However departments purportedly submitted earlier to planning unit online via obit to planning for intergration, but still past mid July</p>
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16	<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points o If all queries are not responded to score 0 	0	<p>Although the reports are provided on the status of implementation, not all the issue are addressed as some queries are carried forward to the next quarter.</p> <p>Misappropriation of capitation grant of 180,000 from quarter 3 2015/16 was only implemented quarter1 2016/17</p>
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Assessment area: Social and environmental safeguards

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc...: Score 2 	2	<ul style="list-style-type: none"> • Report: Training SMCs, Head teachers, Senior Women/Men teachers, at TRISEK Hotel Jan 23-27, 2017 • Also, National Strategic Plan on Violence against Children in Schools 2015-2020. These guidelines intend to address and promote gender issues.
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<ul style="list-style-type: none"> • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	2	<ul style="list-style-type: none"> • In many constructions for toilets and classrooms gender concerns are considered to have separate rooms for males and females and also include ramps at classrooms. • Guidelines on sanitation; Understanding and managing menstruation 2013, Distributed by UKAID and disseminated by senior women teachers.
<ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	1	<ul style="list-style-type: none"> • Basing on sampled lists in DEOs office, out of 31 SMCs, a sample of 4 was taken and women ratios were the following: Bugoigo p/s 3/13, Waiga p/s 5/13, Buteba p/s 4/13, and Kisansya 2/13. • Also the second schedule of the education act 2008 mandate 2 members on the founding body to be females.

18	<p>LG Education department has ensured that guidelines on environmental management are disseminated</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 3: 	3	<ul style="list-style-type: none"> • Environmental guidelines issued to all schools to plant trees on school compounds. The schools that were sampled at least had some trees planted for fruits and shades. • Council has passed the land management bill for land management ordinance, Min COU/61/2017/18, dated 30/6/2017. To address environment management issues. • District environment action plan 2017/18 – 2019/20, in collaboration with Oil company- Total Uganda (a development partner) to design district compound and plant trees.
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LGPA 2017/18

Health Performance Measures

Buliisa District

(Vote Code: 576)

Score 68/100 (68%)

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>	0	<ul style="list-style-type: none"> The district has PHC wage provision and clearance from Ministry of Public service dated 12th Jan 2018 to recruit 40 Primary health care workers. <p>In the 2017/18 FY the structure of the health department only 55% of the posts are filled.</p> <ul style="list-style-type: none"> However no advert has been placed yet
2	<p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p>	4	<ul style="list-style-type: none"> A review of the 2017/18 Local government Performance contract shows that the 40 vacant posts in health have been included in the current FY
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>By the time of assessment it was noted that Buliisa General Hospital in charge submitted the appraisal (performance contract) on 30/6/2017 but has not been signed by the supervisor since then. On the other hand, the in charge of Buliisa HCIV has his appraisal completed ie. 50% appraisal done. Note; the District has one hospital and one HCIV.</p>

4	<p>The Local Government Health department has equitably deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> 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 	4	<ul style="list-style-type: none"> In the extraordinary DHT meeting on 28th March 2017 made a decision to equitably redeploy 22 staff from the general hospital to all health centres <p>The deployment list is available on file at the DHOs office</p>
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Assessment area: Monitoring and Supervision

5	<p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	3	<p>The guidelines issued in the previous FY e.g. clinical guidelines, client charter, HIV/AIDS guidelines, guidelines on essential health supplies, and guidelines on measles supplemental activities were photocopied and distributed to facilities. These are available at the DHOs office and health facilities.</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 	3	<p>The meetings to explain the guidelines were done on 8th Aug 2017; 4th Oct 2017; and 31st Oct 2017</p>
6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3</p>	3	<ul style="list-style-type: none"> There is one HCIV and one General hospital. Support Supervision report available and also facility records of supervision are available.

		Evidence that DHT has supervised lower level health facilities within the previous FY: • If 100% supervised: score 3 points • 80 - 99% of the health facilities: score 2 • 60 - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0	3	<ul style="list-style-type: none"> The quarterly support supervision reports and facility records show this and the DHT minutes. The reports dated 7th July 2016;22nd Aug 2016;13th Dec 2016;2nd May 2017;19th June 2017 <p>This is integrated support supervision with support from partners e.g. IDI</p>
7	<p>The Health Sub-district(s) have effectively provided support supervision to lower level health units</p> <p>Maximum 6 points for this performance measure</p>	Evidence that health facilities have been supervised by HSD and reports produced: • If 100% supervised score 6 points • 80 - 99% of the health facilities: score 4 • 60 - 79% of the health facilities: score 2 • Less than 60% of the health facilities: score 0	6	<p>1 HSD only and supervised all the 11 lower HCs</p> <ul style="list-style-type: none"> The support is from Partners e.g. IDI; the supervision reports are available at the HSD and health facility level dated 7th July 2016,22nd Aug 2016,13th Dec 2016,19th June 2017
8	<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4 	4	<p>Minutes of the DHT meeting show follow up actions for the Jan-March 2017 quarter. These follow up actions include re-distribution of excess stock in some health facilities; improve documentation and reporting;submission of accountability to donors.</p>
		<ul style="list-style-type: none"> Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	6	<ul style="list-style-type: none"> Specific actions are undertaken for correction e.g. the medicines management supervision reports shows recommendations followed for re distribution of excess medicine supplies

9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> List of health facilities which are consistent with both HMIS reports and OBT: score 10 	10	<ul style="list-style-type: none"> List of health facilities obtained in MOH is consistent with OBT
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Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	0	<p>Set of minutes not seen because purportedly taken by ACCORD for verification but not yet returned. It was not possible to verify whether sector implementation plan and discussion by the committee were approved by council.</p>
		<ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	0	<p>Sectoral committee minutes were not in place, so this could not be verified. However, there was presentation of 5-year HIV/AIDS Plan to council sitting of sept/2016 for approval. This verified from council minutes and not from health sectoral committee minutes.</p>

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 	5	<ul style="list-style-type: none"> HUMC/Boards are functional; were trained using PRDP funds in 2016/17FY; meet quarterly and minutes are available. E.g. 27th March 2017, 24th May 2017, and 23rd Dec 2017 The hospital board met on 30th Aug 2017, 21st Nov 2017, , and 18th Dec 2017.
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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>notice board seen at DHOs office with display of PHC non wage allocations</p> <ul style="list-style-type: none"> The notice boards at the health facilities have evidence of publication
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 	2	<p>plan was submitted by DHO</p> <ul style="list-style-type: none"> The sector provided all investments in the Procurement requests to PDU by April 30th for the current FY
		<p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p>	0	<p>The form was submitted late on 17th nov 2017</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: <ul style="list-style-type: none"> 100% - score 8 70-99% – score 4 Below 70% - score 0 	8	<p>The list of health facilities shown in the LG performance contract indicates that all health facilities submitted the procurement plan for medicines and health supplies.</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"> No projects were implemented in the 2016/17 FY because there was no funds.
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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>All sets submitted Q1, Q2 31/01/2017 and Q4 7/8/2017 which is beyond MID JULY as required as verified from Planners reports.</p>
17	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> If sector has no audit query score 4 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points If all queries are not responded to score 0 	0	<p>Under utilization of established structure have not been addressed. Out of established 354 staffing position only 167 were recruited. The recommendation has partially been implemented. Only additional 56 out of the 185 vacant positions at the 201/17</p>

Assessment area: Social and environmental safeguards

18	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2 	2	<p>women are represented as per the guidelines</p> <p>2-3 women occupy positions in the HUMC as vice chairpersons and secretary as seen in the composition of the HUMC in the minutes for Buliisa HCIV; Kigwera HC, and other sampled health facilities</p>
		<ul style="list-style-type: none"> • Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2 	0	<p>Guidelines on sanitation were not available at the health facility visited, there are no separate facilities for men and women in Kigwera HCHCII</p>
19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<ul style="list-style-type: none"> • Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points. 	2	<p>guidelines were found at the health facilities visited e.g Kigwera HC and Buliisa HCIV.</p> <p>Guidelines issued on medical waste management with facilities having placenta pits and incinerator planned for the general hospital e.g. in Kigwera HC and Buliisa HCIV</p>



LGPA 2017/18

Water & Environment Performance Measures

Buliisa District

(Vote Code: 576)

Score 58/100 (58%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: score 10 	10	<ul style="list-style-type: none"> Three sub-counties; i.e. Buliisa (59%), Kigwera (61%) and Butiaba (30%) are below the average district water coverage (63%) Provisions have been made for all the three sub-counties in FY 2017/18: <ul style="list-style-type: none"> Buliisa: three deep boreholes Kigwera: upgrade of Wanseko piped water supply and sanitation project via Total EP funding Butiaba: piped water supply and sanitation project through the Water and Sanitation Development Facility – Central

2	<p>The LG Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY: score 15 	15	<ul style="list-style-type: none"> Construction of 10 deep boreholes was planned and budgeted for in FY 2016/17, while 30 boreholes were to be rehabilitated through the Education department – with UNICEF funding As per quarterly progress reports, the sub-counties with inadequate water coverage were catered for in FY 2016/17 as follows: <ul style="list-style-type: none"> Buliisa: four deep boreholes constructed, while 11 were rehabilitated Kigwera: four boreholes rehabilitated, while Wanseko piped water supply and sanitation project via Total EP funding got underway Butiaba: construction of Butiaba, Walukuba and Bugoigo piped water supply and sanitation project under supervision of the Water and Sanitation Development Facility – Central
Assessment area: Monitoring and Supervision				

3	<p>The LG Water department carries out monthly monitoring and supervision of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the LG Water department has monitored each of WSS facilities at least annually. • If more than 95% of the WSS facilities monitored: score 15 • 80 - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60 - 69% monitored: score 5 • 50 - 59%: score 3 • Less than 50% of WSS facilities monitored -score 0</p>	5	<ul style="list-style-type: none"> • Three major WSS projects under the DWO docket were implemented in FY 2016/17: <ul style="list-style-type: none"> o Drilling and installation of 10 deep boreholes (Sumadhura Tech Ltd) o Rehabilitation of 12 protected springs o Construction of a 5-stance lined VIP latrine at Karuka (Gilal Ltd) • Construction supervision and monitoring reports for the 10 boreholes – dated 30.11.16 and 24.02.17 – were reviewed • Rehabilitation supervision and monitoring report for the 12 protected springs dated 21.11.16 was assessed • There was no evidenced the public sanitation facility at Karuka was monitored during its construction • 2 out of 3 Projects: 67%
4	<p>The LG Water department has submitted accurate/consistent reports/data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data for the current FY: o List of water facility which are consistent in both sector MIS reports and OBT: score 10 	10	<ul style="list-style-type: none"> • Buliisa LG intends to implement the following WSS projects during FY 2017/18: <ul style="list-style-type: none"> o Drilling and installation of 6 deep boreholes o Rehabilitation of 10 deep boreholes o Construction of a 5-stance lined VIP latrine at Kisanya o Design of Kabolwa water and sanitation system • The above list is consistent with MIS records obtained from MoWE

Assessment area: Procurement and contract management

<p>5</p>	<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>	<p>0</p>	<ul style="list-style-type: none"> • The DWO submitted procurement requests were submitted for all the projects listed in performance measure 4 on May 10, 2017 – beyond the required dated • The PDU records confirm the same
<p>6</p>	<p>The DWO has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • If the DWO prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 • If water and sanitation facilities constructed as per design(s): score 2 • If contractor handed over all completed WSS facilities: score 2 • If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<p>0</p> <p>2</p> <p>2</p> <p>2</p>	<ul style="list-style-type: none"> • Whereas regular site visits are conducted, no contract management plan was availed to the Assessor • Field assessment was conducted for four deep boreholes within Buliisa sub-county and the public sanitation facility at Kaluka (Walukuba sub-county) – and it was established the facilities were built as per designs • The aforementioned deep boreholes were handed over on June 13, 2017 • The Project Manager/DWO certified the WSS projects on the following dates: <ul style="list-style-type: none"> o Deep boreholes – June 13, 2017 o Protected springs – May 5, 2017

7	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<ul style="list-style-type: none"> Two contracts sampled prove that the DWO initiated payments in time. <p>1) Drilling and installation of 10 deep boreholes by Sunadhura Technologies Ltd under PAF worth 231,327,200 was handed over on 13/6/2017 and payment made on 13/6/2017 on voucher No.11/6/17.</p> <p>2) Rehabilitation of 12 spring wells by Asatu co. Ltd worth 46,009,380. Handover was done on 5/5/2017 and payment made on 11/5/2017 on voucher No,10/5/17</p>
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Assessment area: Financial management and reporting

8	<p>The LG Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> 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>All quarterly submissions were made Q1 21/10/2016, Q2 2/2/2017, Q3 3/4/2017 and Q4 28/July/17 which is after MID JULY as required as verified from both Planner and DWO</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 	0	<p>Lack of Assets register, Customer register, faulty bulk meters, accountability issues raised on operations of Water Boards in 2016/17 have not yet been addressed as reflected in quarter 1 report 2017/18</p>

Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	0	<p>Sets of minutes not seen because purportedly had been taken by ACCORD for verification and not yet returned. Therefore it was not possible to verify whether the committee discussed and approved the sector implementation plan for council approval</p>
		<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	0	<p>Sets of minutes not seen because purportedly had been taken by ACCORD for verification and not yet returned. Therefore it was not possible to verify whether the committee discussed and approved the sector implementation plan for council approval. However water budget was presented for approval during the council sitting of 15/May/2017 as verified from council minutes.</p>
11	<p>The LG Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2 	0	<ul style="list-style-type: none"> Whereas the Water and Sanitation Development Grant is made public, the Annual Workplan and Budget are not accessible to the public
		<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	2	<ul style="list-style-type: none"> Projects assessed during fieldwork are labelled with details of name, financial year of construction, contractor and funding source
		<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 	2	<ul style="list-style-type: none"> Requests for bids, short-listed bidders, evaluation results and award notifications are displayed on the district notice boards

12	Participation of communities in WSS programmes			<ul style="list-style-type: none"> • Community requests to the DWO are on file. Requests assessed include: <ul style="list-style-type: none"> o Kirama village: repair of borehole dated October 29, 2017 o Kigwera sub-county: request for a water office dated December 14, 2017 o Kakoora village: repair of borehole dated December 15, 2017
	Maximum 3 points for this performance measure	<ul style="list-style-type: none"> • If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	1	
		<ul style="list-style-type: none"> • Number of water supply facilities with WSCs that are functioning evidenced by collection of O&M funds and carrying out preventive maintenance and minor repairs, for the current FY: score 2 	0	<ul style="list-style-type: none"> • DWO does not maintain comprehensive records on functionality of water and sanitation committees. Nonetheless, the verification report for WSS facilities constructed in the 2016/17 has data on constitution of WSCs for the new facilities. Evidence of collection and utilization of O&M will be collected by the DWO in the near future.

Assessment area: Social and environmental safeguards

13	The LG Water department has devised strategies for environmental conservation and management	<ul style="list-style-type: none"> • Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	0	<ul style="list-style-type: none"> • Environmental screening for WSS projects has not been a practice in Buliisa. The DWO only recently obtained the sector-recommended templates, and pledged to implement environment safeguards.
	Maximum 4 points for this performance measure	<ul style="list-style-type: none"> • Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	0	<ul style="list-style-type: none"> • Same as above

		<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	1	<ul style="list-style-type: none"> The bid document for the six deep boreholes due for construction in FY 2017/18 has a provision to plant trees at all the sites where the successful contractor will install boreholes
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	<ul style="list-style-type: none"> The DWO provided a list of 10 water and sanitation committees with their composition Of the sampled WSS facilities only three (out of five) meet sector requirements
15	<p>Gender- and special-needs sensitive sanitation facilities in public places/RGCs.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	3	<ul style="list-style-type: none"> The public sanitation facility at Kaluka (Walukuba sub-county) is sex-separated. No special provision was made for PWDs as the facility's access is on ground level; i.e. no need for steps.