



## LGPA 2017/18

Accountability Requirements

Bushenyi District

(Vote Code: 506)

Assessment	Compliant	%
Yes	3	50%
No	3	50%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	xxx	<p>The LG submitted Final Annual Performance Contract to MoFED on July 27th, 2017 receipt serial no. 0820</p>	No
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).</p>	xxxxx	<p>The LG Budget submitted was accompanied by a procurement plan earlier submitted on 12th/4/2017 to the MoFED.</p>	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	<p>The LG submitted Annual Performance Report for the previous FY 2016/17, dated 2/8/2017, Ref: CR/D/213/2, signed by the CAO. Received by MoFPED on 9th /8/2017 (serial number 4536). (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015). A copy was received by OPM on 9th/8/2017 and another copy to MoLG on 9/9/2017. It bears receipt stamps of M0FPED, OPM and MoLG</p>	No

<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>The LG submitted the quarterly budget performance report for all the four quarters: Receipts from MoFPED confirm this:</p> <p>Q1 dated 30/11/2016 serial number 0140</p> <p>Q2 dated 1/3/2017 serial number. 0442</p> <p>Q3 dated 27/7/2017 serial number 0820</p> <p>Q4 dated 9th/8/2017 serial number .4536</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>	<p>The Local Government submitted the Internal Auditors report status for the year 2015/16 on 27th February 2017 and receipted by the Directorate of Internal Auditor at MOFPED.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxxx</p>	<p>Unqualified opinion as per Auditor General's report of 2016/17 submitted on 29th December 2017 (page226)</p>	<p>Yes</p>



## **LGPA 2017/18**

Crosscutting Performance Measures

Bushenyi District

(Vote Code: 506)

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"> <li>• A functional Physical Planning Committee in place that considers new investments on time: score 2.</li> </ul> <p>• All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2.</p>	2	<p>The LG has a committee is in place, appointed by the CAO and it includes; District Engineer, staff surveyor, DEO, DHO, Physical Planer, DWO, DAO, DCBS officers, Environmental officer, District Natural Resources officer. All these have letters of appointment to the committee dated 1/7/2016, signed by the CAO.</p> <p>Committee minutes of various sittings available and checked eg 22/7/2016, 6/12/2016, and 12/3/2017. It was difficult to ascertain whether approval of new investments takes place with 28 days. Records in the Plan registration book in the Physical Planning unit does not show when plans were submitted. It shows date when approved plan was picked by the developers</p> <p>First the LG does not have a physical plan. Approved infrastructure projects had no Physical Plan to follow.</p>
			0	

The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles

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

2

The Budget Conference Report 2016/17 highlights priorities for all sectors and the AWP draws from BCR as shown below;

Latrine construction in schools page 49 of the AWP was picked from the Budget Conference Report page 33

Construction of Piped water supply system page 58 of the AWP came from budget conference report page 40

Maintenance of district feeder roads in sub counties page 54 AWP is in sync with budget conference outcomes page...

Grading of feeder roads in sub counties page 54 AWP in consonant with the budget conference report page 39

Spot murraming 4km every FY page 54 AWP can be traced in budget conference report page 40

.

- 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

The LG derives its capital investment from the Approved 5 year Development Plan as shown below;

Latrine construction in schools page 49 of the AWP was picked from the DDP ref ( xv)

Construction of water supply system page 58 of the AWP came from the DDP ref. (xii)

Maintenance of district feeder roads in sub counties page 54 AWP is in sync with the DDP ref. (xiii)

Grading of feeder roads in sub counties page 54 AWP in consonant with the DDP ref.(xiii)

Spot murraming 4km every FY page 54 AWP can be traced in the DDP ref. (.xiii)

		<ul style="list-style-type: none"> <li>• Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1.</li> </ul>	0	The LG developed project profiles and went ahead to put them in the Annual Work plan but were not submitted and discussed in the TPC meetings as per LG Planning guideline.
3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> <li>• Annual statistical abstract, with gender disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making-maximum 1 point.</li> </ul>	0	The LG prepared the statistical abstract for FY 2016/17 (September 2017). However, there was no proof that it was discussed in TPC meetings
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"> <li>• 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</li> </ul>	2	<p>From the Annual Budget Performance Report, all the infrastructure projects implemented by the LG were derived from the AWP and budget; examples are captured below:</p> <ul style="list-style-type: none"> <li>• Latrine stances, page 49 of the AWP</li> <li>• Water: Water Piped Supply system, page 58 of the AWP</li> <li>• Maintenance of district feeder roads in sub counties page 54 AWP</li> </ul>

• 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

2

Investments in education department were

1) Latrine stances

Budget was 269,618,000

Actual expenditure 221,280,037

2) Construction of a semi-detached house at Kagando PS

Budget 118,500,000

Actual 117, 849,673

Total 599,118,000

Actual expenditure 548,819,697

3) Works- construction of VIP Latrines 5 stance

Budget 25,000,000

Actual 23,644,987

4) Water: Water Piped Supply system

Budget 171,000,000

Actual 171,000,000

Production department:

5) Purchase of 4 acres of land for banana demonstration

Budget 15,000,000

Actual 15,000,000

Percentage performance 91%



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

Maximum 4 points on this Performance Measure.

• Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2

From the Annual Budget Performance Report 2016/17 investment projects implemented were completed within approved budget

For example :

Water: Water Piped Supply system

Budget 171,000,000

Actual 171,000,000

Construction of a semi-detached house at Kagando PS

Budget 118,500,000

Actual 117, 849,673

The first project was implemented as per the approved budget (100%). The second project was within the approved budget at 94%

		<ul style="list-style-type: none"> <li>Evidence that the LG has budgeted and spent at least 80% of O&amp;M budget for infrastructure in the previous FY: score 2</li> </ul>	2	<p>Expenditure on O&amp;M for infrastructure presented as below;</p> <p>Repair and building</p> <p>Budget 361,100,000</p> <p>Actual 361,098,992</p> <p>Maintenance civil</p> <p>Budget 72,993,000</p> <p>Actual 49,816,899</p> <p>Non-residential buildings</p> <p>Budget 26,837,000</p> <p>Actual 23,644,987</p> <p>Maintenance of shallow wells</p> <p>Budget 21,500,000</p> <p>Actual 21,499,125</p> <p>The budget total O&amp;M = 482,430,000</p> <p>Actual expenditure was=456,060,003</p> <p>Translating into 94%</p>
--	--	---	---	---

Assessment area: Human Resource Management

6	<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2</li> </ul>	0	<p>05 HODs had complete appraisals (both performance reports and agreements). The rest were either missing a performance agreement or a performance report. A complete appraisal process required both a performance agreement and a performance report.</p>
---	---	---	---	--

		<ul style="list-style-type: none"> <li>• Evidence that the LG has filled all HoDs positions substantively: score 3</li> </ul>	0	<p>According to the staff establishment 2017/2018, the district approved 11 HOD positions.</p> <p>05 HODs were substantively appointed under the following minutes:-</p> <ul style="list-style-type: none"> <li>- District Engineer appointed under Min No 55/2003/1 of the DSC CR/160/1</li> <li>- The District Natural Resources Officer confirmed under Min No. 62/2005(1) of DSC CR/156/4/1</li> <li>- The District Education Officer appointed under Min. No. 22/2013(1) of DSC CR 156/1</li> <li>- The Principal Assistant Secretary appointed under Min. No. 26/2017(1) of DSC CR/160/1</li> <li>- The District Health Officer appointed under Min No. 41/2012(41.7) of the DSC CR/156/4/1</li> </ul> <p>The rest were on assignment of 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>	<ul style="list-style-type: none"> <li>• Evidence that 100 percent of staff submitted for recruitment have been considered: score 2</li> </ul>	0	<p>23 positions were declared by the CAO to the DSC for recruitment in the FY 2016/2017. There was no fully constituted DSC to consider these positions. The term of the DSC expired on 12th Jan 2016(DSC Annual report) and a new commission was appointed on 5th July 2017 CR/156/4</p>

Maximum 4 points on this Performance Measure

		<ul style="list-style-type: none"> <li>Evidence that 100 percent of staff submitted for confirmation have been considered: score 1</li> </ul>	0	<p>No staff were considered for confirmation in FY 2016/2017.</p> <p>The CAO recommended 35 staff for confirmation.</p> <ul style="list-style-type: none"> <li>30 in a letter dated 15th April 2016 Ref CR/159/1</li> <li>04 in a letter dated 5th April 2017 Ref CR/159/1 and</li> <li>01 in a letter dated 20th August 2016</li> </ul> <p>The recommended staff were considered in the FY 2017/2018 during 77th meeting of DSC held on July 11, 2017.</p>
		<ul style="list-style-type: none"> <li>Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1</li> </ul>	0	<p>5 cases of interdiction were submitted to the DSC for disciplinary action in the FYI 2016/2017(03 cases on December 21, 2016 CR156/2 and 02 on 21st September 2016 CR/157/1). There was no fully constituted DSC to consider these cases.</p>
8	Staff recruited and retiring access the salary and pension payroll respectively within two months	<ul style="list-style-type: none"> <li>Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3</li> </ul>	3	<p>No recruitment was done during the FY 2016/2017.</p>
	Maximum 5 points on this Performance Measure.	<ul style="list-style-type: none"> <li>Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2</li> </ul>	0	<p>20 staff were retired in the FY 2016/2017. 12 accessed the pension payroll in the FY 2017/2018 but not within two month and the rest have not.</p>
Assessment area: Revenue Mobilization				

9	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• If increase in OSR from previous FY but one to previous FY is more than 10% : score 4 points</li> <li>• If the increase is from 5 - 10% : score 2 point</li> <li>• If the increase is less than 5% : score 0 points.</li> </ul>	4	<p>The OSR Revenue for 2016/17 was Uganda Shillings 324,054,814 and the previous year shs 285,487,776, this was an increase of 38,567,038 which is 13.5% as per Annual Financial statements (Page 8). The Revenue increased from the previous year by more than 10%. (Page 8 Annual Financial Accounts 2016/17).</p>
10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10% : then 2 points. If more than +/- 10% : zero points.</li> </ul>	2	<p>The Budgeted Revised Revenue was Ugx 343,974,187 and the Actual collection as per Annual Financial statements of 2016/17 (Page 13) was 324,054,814 which is a 94% performance. (Page 13 Annual Financial Accounts 2016/17).</p>

11	<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2</li> </ul>	2	<ul style="list-style-type: none"> <li>The LG is Categorised by LGA 85 (2) “ In rural areas, revenue shall be collected by the Sub county councils and a sub county council shall retain 65%, or any other higher percentage as the district council may approve , of the revenue collected by it and pass the remaining percentage over to the district.”</li> <li>Local Revenue as per Annual Financial Statements (Page 8 &amp; 13) was Ugx 324,054,814 i.e. 100% and 65% = 210,635,629 was retained by the Sub Counties and 35% = 113,419,184 was retained by the District.</li> <li>Sec 85(4) “ A district council may, with the concurrence of a sub county, collect revenue on behalf of the sub county council but shall remit 65 percent of the revenue so collected to the relevant sub county.”</li> <li>Annual financial statements (Page 8) shows that Ugx 22,815,089 was shareable from Local Service Tax. It was remitted to the following Ten LLG (Bitooma SC 1,290,997, Bumbaire SC 2,152,237, Ibaare SC 1,601,608, Kakanju SC 2,307,542, Kyabugimbi SC 2,934,412, Kyamuhunga Sub County 2,247,796, Kyamuhunga TC 963,341, Kyeizooba SC 4,018,727, Nyabubare SC 3,600,814 and Ruhumuro SC 1,697,615)</li> </ul>
		<ul style="list-style-type: none"> <li>Evidence that the LG is not using more than 20% of OSR on council activities: score 2</li> </ul>	2	<p>The Local government paid shs 43, 532, 000 for Councillor Emoluments which is 13.4% of Own Sourced Revenue. Local Revenue collected in 2015/16 was 285,487,776 i.e. 20% is equivalent to 57,097,555. The LG didn't pay more than 20% on emoluments.</p>
Assessment area: Procurement and contract management				

12

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

Maximum 4 points on this performance measure.

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

2

- The position of Senior Procurement Officer (SPO) was substantially filled as shown in the appointment letter dated 6th March 2009 under DCS Min No: 32/2009(1) signed by signed by the CAO. Acceptance letter by the SPO dated 12th March 2009.

The position of Procurement Officer (PO) was substantially filled as shown in the appointment letter dated 3rd March 2014 under DSC Min No: 03/2014(4) signed by the CAO. Acceptance letter by the PO was dated 18th March 2014.

<ul style="list-style-type: none"> <li>Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1</li> </ul>	1	<p>There was evidence that TEC produced and submitted reports to the Contracts Committee (CC) in FY 2016/17. For example;</p> <ul style="list-style-type: none"> <li>Construction of 5-Stance lined VIP latrine at Bushenyi District Headquarters (<i>Proc Ref No: BUSH 605/WRKS/2016/2017/0007</i>) was submitted using LGPP Form (13) dated 8th February 2017 signed by the Chairperson &amp; 2 members of TEC.</li> <li>Construction of Akashande Gravity Flow Scheme (GFS) in Kakanju S/C (<i>Proc Ref No: BUSH 605/WRKS/2016/2017/0001</i>) was submitted to CC using LGPP Form (13) dated 22nd June 2016 signed by the Chairperson &amp; 2 members of TEC.</li> <li>Supply and Installation of Culverts on District Feeder Roads (<i>Proc Ref No: BUSH 605/WRKS/2016/2017/0006 Lot 2</i>) was submitted to CC using LGPP Form (13) dated 29th November 2016 signed by the Chairperson &amp; 2 members of TEC.</li> <li>Construction of 5-Stance Latrine at 9 Primary Schools (<i>Proc Ref No: BUSH 605/WRKS/2016/2017/0002</i>) was submitted to CC using LGPP Form (13) dated 21st June 2016 signed by the Chairperson &amp; 2 members of TEC.</li> </ul> <p>Construction of a Semi-detached teacher's House at Kigondo P/S in Kakanju S/C (<i>Proc Ref No: BUSH 605/WRKS/2016/2017/00004</i>) was submitted using LGPP Form (13) dated 21st June 2016 signed by the Chairperson &amp; 2 members of TEC.</p>
--	---	---



• Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1

1

There was evidence, in the procurement files and minutes of Contracts Committee (CC), that the recommendations from TEC were considered. For example,

• MIN 074/CC/2016/17 dated 13th February 2017 indicated approval of recommendation from TEC to award contract to M/S Vijcoi Ltd to construct a 5-Stance lined VIP latrine at Bushenyi District Headquarters (*Proc Ref No: BUSH 605/WRKS/2016/2017/0007*) at a bid price of UGX 24,410,730.

• MIN 005/CC/2016/17 dated 5th July 2016 indicated approval of recommendation from TEC to award contract to M/S Ferest Investments Ltd to construct Akashande Gravity Flow Scheme (GFS) in Kakanju S/C (*Proc Ref No: BUSH 605/WRKS/2016/2017/0001*) at a bid price of UGX 179,630,102.

• MIN 059/CC/2016/17 dated 6th December 2016 signed by Chairperson and 2 members of CC indicated approval of recommendation from TEC to award contract to M/S RICHAT Partners Ltd to Supply and Install Culverts on DFRs (*Proc Ref No: BUSH 605/WRKS/2016/2017/0006*) at a bid price of UGX 23, 765,200.

• MIN 007/CC/2016/17 dated 6th December 2016 signed by Chairperson and 2 members of CC indicated approval of recommendation from TEC to award contract to M/S Bitereko Hardware & Building Construction Ltd to construct a Semi-detached teacher's House at Kigondo P/S in Kakanju S/C (*Proc Ref No: BUSH 605/WRKS/2016/2017/00004*) at a bid price of UGX 124,158,656.

13	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• a) Evidence that the 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</li> </ul>	0	<ul style="list-style-type: none"> <li>• The Procurement and Disposal Plan (PDP) for the current FY 2017/18 did not cover all infrastructure projects in the approved AWP and Budget for FY 2017/18. For example; <ul style="list-style-type: none"> <li>i. Construction of Rutooma GFS in Ibaare S/C (Phase II) was included in the PDP estimated at UGX 215,000,000 but not included in the AWP. The approved AWP only indicated formation of 13 Water User Committee (WUCs) in Ibaare S/C (8) and Bumbaiire S/C (5) for Rutooma GFS Phase II. It also indicated 117 WUCs members trained in Ibaare S/C (72) and Bumbaiire S/C (45) on Rutooma GFS on page 57 of AWP 2017/18 estimated at UGX 8,154,000.</li> <li>Rehabilitation of Kyamuhunga GFS and 6 Shallow wells was included in the PDP on page 3 estimated at UGX 40,000,000 but was not put in the AWP 2017/18 under the Water Sub Sector.</li> </ul> </li> </ul>
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"> <li>• For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2</li> </ul>	0	<ul style="list-style-type: none"> <li>• Out of a total of 15 infrastructure projects which required the bid documents in the PDP for FY 2017/18, only 6 bid documents (40%) were prepared by 30th August 2017. Seven (7) bid documents were prepared after 30th August 2017.</li> <li>• The PDP for current FY 2017/18 also indicated projects which did not require bid documents because they are procured under the Force Account (e.g funded by URF) and implemented by district staff using DLG road equipment and road gangs. Also micro-projects (supplies) did not require Bid documents. This was attributed to the delay to submit requisitions using the LGPP Form (2) to the PDU by sub counties and Heads of departments.</li> </ul>

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

2

- The Contracts Register for FY 2016/17 was updated with completed procurement activity files for FY 2016/17. For example,
  - i. Serial Number (S/N) 08: Construction of a 5-Stance lined VIP latrine at Bushenyi District Headquarters (*Proc Ref No: BUSH 605/WRKS/2016/2017/0007*)
  - ii. Serial Number (S/N) 01: Construction of Akashande Gravity Flow Scheme (GFS) in Kakanju S/C (*Proc Ref No: BUSH 605/WRKS/2016/2017/0001*).
  - iii. Serial Number (S/N) 06: Supply and Install Culverts on DFRs (*Proc Ref No: BUSH 605/WRKS/2016/2017/0006*).
  - iv. Serial Number (S/N) 02: Construction of a Semi-detached Teacher's House at Kigondo P/S in Kakanju S/C (*Proc Ref No: BUSH 605/WRKS/2016/2017/00004*).
  - v. Serial Number (S/N) 03: Construct a 5-Stance lined VIP Latrine at 9 Primary Schools (*Proc Ref No: BUSH 605/WRKS/2016/2017/00002*).
- However, there was no standard format of the Contracts Register provided by PPDA yet PPDA developed other standard forms used in the bidding process, for example, LGPP Form(1), . LGPP Form (2), LGPP Form (13), etc.

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

2

There was evidence that Bushenyi DLG adhered to procurement thresholds as shown in the Contracts Register and Procurement files [i.e. LGPP form (1)] and PDP. For example, the value of all projects and the procurement methods used were within the thresholds recommended by PPDA. A sample of 5 projects below was considered :

- i. Construction of a 5-Stance lined VIP latrine at Bushenyi District Headquarters (*Proc Ref No: BUSH 605/WRKS/2016/2017/0007*) at a bid price of UGX 24,410,730. Selective Bidding method was applied.
- ii. Construction of Akashande Gravity Flow Scheme (GFS) in Kakanju S/C (*Proc Ref No: BUSH 605/WRKS/2016/2017/0001*) at a bid price of UGX 179,630,102. Open Domestic Bidding method was applied as per the advert dated 20th May 2016 which appeared in the Red Pepper Tabloid.
- iii. Construction of a 5-Stance lined VIP Latrine at 9 Primary Schools (*Proc Ref No: BUSH 605/WRKS/2016/2017/00002*) estimated at UGX 221,347,350. Open Domestic Bidding method was applied.
- iv. Supply and Install Culverts on DFRs (*Proc Ref No: BUSH 605/WRKS/2016/2017/0006*) at a bid price of UGX 23, 765,200 and Selective Bidding method was applied.
- v. Construction of a Semi-detached teacher's House at Kigondo P/S in Kakanju S/C (*Proc Ref No: BUSH 605/WRKS/2016/2017/00004*) at a bid price of UGX 124,158,656. Open Domestic Bidding method was applied.

15

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

Maximum 4 points on this performance measure

- Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2

2

All works projects implemented in FY 2016/17 were appropriately certified (completion certificates are on the procurement file) for all projects based on technical supervision. Completion certificates were signed by the District Engineer and CAO. The certificates were attached to payment requests submitted to Finance Department as indicated in the Vouchers, progress report, and requisition by the contractor, and BoQs that were attached. For example, projects included:

- i. Completion certificate for the Akashande Gravity Flow Scheme (GFS) in Kakanju S/C (*Proc Ref No: BUSH 605/WRKS/2016/2017/0001*) was seen on the procurement file and was dated 14th November 2016 signed by Supervisor, Chairperson LCIII, Contractor, Chairperson LCI (Kacenge), and stamped by the district water Officer.
- ii Completion certificate for the 5-Stance lined VIP Latrine at 9 Primary Schools (*Proc Ref No: BUSH 605/WRKS/2016/2017/00002*) was on file dated 24th February 2017 and signed.
- iii. Completion report/certificate for the Semi-detached Teacher's House at Kigondo P/S in Kakanju S/C (*Proc Ref No: BUSH 605/WRKS/2016/2017/00004*) was seen on file and was submitted to CAO by the Engineering Assistant for MoES 15th November 2016 submitted to CAO with copies to DEO and District Engineer.
- iv. Completion report/certificate for the 2-Stance Lined VIP Latrine and a Urinal at Kigondo P/S was seen on file and was submitted to CAO by the Engineering Assistant from MoES dated 15th November 2016 submitted to CAO with copies to DEO and District Engineer.

- 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

Not all the works projects for FY 2017/18 were labelled (Site Boards) indicating the name of the project, the contractor; source of funding and contract value. For example; the following infrastructure projects were not labelled to show the actual contract value among variables.

i. Construction of a 5-Stance lined VIP latrine at Bushenyi District Headquarters (*Proc Ref No: BUSH 605/WRKS/2016/2017/0007*) at a bid price of UGX 24,410,730.

Construction of Akashande Gravity Flow Scheme (GFS) in Kakanju S/C (*Proc Ref No: BUSH 605/WRKS/2016/2017/0001*) at a bid price of UGX 179,630,102.

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>	0	<p>Bushenyi General Account Fund; Un reconciled Receipts (50,567,999) and Journal Entries (118,980,820) from July to December 2017 as per General Ledger reconciliation Summary report run on 19th-20th January 2018 from IFMS.</p> <p>UNICEF Ac: Not Active.</p> <p>Bushenyi District Treasury Single Account: Unreconciled Receipts (1,002,316) and Un reconciled Journal entries (4,091,643,972) from July to December 2017 as per General Ledger Reconciliation Summary report run on 19th January 2018.</p> <p>CAIIP3 Ac : Not Active</p> <p>Bushenyi SDS Ac: Not Active</p> <p>Global Fund TB Ac : Not Active</p> <p>Bushenyi Youth Livelihood Recovery Ac: Not Active</p> <p>Bushenyi LG UMFSNP: Not Active</p> <p>Bushenyi District Youth Livelihood-Operations Ac : Not active</p> <p>All the above Nine Bank Accounts were not reconciled to date (December 2017) despite the LG being on IFMS.</p> <p>Reconciliation reports run on 19th &amp; 20th January 2018 from IFMS were not reconciling.</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"> <li>If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2.</li> </ul>	2	<p>From Payments register for 2016/17, and from the sample made on payments, Education Sector: The sample of payments worth Ugx 158,436,273 in favour of Richo Investments &amp; Kamoja Enterprises for construction of stance Latrines were paid on time in a period not exceeding 10 days</p> <p>Water Sector: From the sample of payments worth Ugx 177,463,254 made in favour of Ferest Investments &amp; Buwaro Investments towards Gravity Flows schemes and Shallow wells, the payments were made on time not exceeding a month after the Contractor had requisitioned for payment.</p>
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3.</li> </ul>	3	<p>The LG has a substantial Principal Internal Auditor. He was appointed on Transfer of service on 3/3/2014 from Isingiro LG on Letter Referenced CR/156/4/5 under Mbarara DSC Minute 05/2014/1. Confirmed in Service on 11th May 1998 under Minute 1564/98.</p> <p>All the Quarterly Audit reports for FY 2016/17 were prepared and submitted to the District Chairperson.</p>
		<ul style="list-style-type: none"> <li>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.</li> </ul>	2	<p>The Principal Internal Auditor has been following up the recommendations on the following letters submitted :</p> <p>21/11/2016</p> <p>22/2/2017</p> <p>29/05/2017</p> <p>31/07/2017</p>



		<ul style="list-style-type: none"> <li>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</li> </ul>	1	<p>The reports were submitted to the Chairman on the following dates Quarter 1. Ref: Aud.213/5 of 23/11/2016, Quarter 2. Ref: Aud.213/1 of 30/01/2017, Qtr.3 Ref: Aud.213/1 of 26/05/2017 and Qtr. 4. Ref: Aud.213/1 for 31/07/2017. Reports were copied to Internal Auditor General, MOLG, MOFPED, Auditor General, LGPAC and CAO the Accounting Officer.</p> <p>PAC was reviewing 3rd &amp; 4th quarters for Internal Auditor Report for 2016/17 in December 2018.</p> <p>PAC has submitted reports to MOLG on 20/6/2017 Ref: COU/214/3 on the Internal Auditors report for 1st and 2nd Quarters for FY 2016/17. Ref: COU/214/3.</p> <p>A report on External Auditors Report was submitted to MOLG on 6/7/2017 Ref: COU/214/3 for FY 2014/15 &amp; 2015/16.</p> <p>Members of PAC were appointed on 5th August 2016 and started work during the last financial year.</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"> <li>Evidence that the LG maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4</li> </ul>	0	<ul style="list-style-type: none"> <li>The Asset register is available but it's not updated though it's kept in the Authorised format of the Accounting Manual AC 33(a) - General, AC33 (b) - Vehicle and Plant and AC 33(c) - Land and Buildings.</li> <li>It's difficult to ascertain the last date posted since most times the items were posted without transaction dates.</li> <li>Donations &amp; Grants (d): not captured well as per AC 36 (Page 166 LGFAM 2007).</li> </ul>

20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY: • unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0</p>	4	<p>Unqualified Opinion for the FY 2016/17. (Page 226 Auditor General Report on 29th December 2017)</p>
----	--	--	---	--

Assessment area: Governance, oversight, transparency and accountability

21	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<p>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</p>	2	<p>Council is functional and discusses service delivery issues for example:</p> <ul style="list-style-type: none"> <li>• Council meeting held on 9-10th/5/17, Minute; MIN: 55//2017, TPC and DEC presented a report on necessary changes on the LG manpower structure. Council approved of the District Manpower structure and report.</li> <li>• In the same meeting Min 56/2016/17; the standing committee on health, education and CBS, presented a report and sought approval of health sub district management committees</li> <li>• Council meeting held on 19/12/2016 under Min.37/2016/17 council discussed and approved Sub county area Land Committees</li> <li>• Council meeting held on 9/3/2017 under Min 48/2016/17 discussed; <ul style="list-style-type: none"> <li>o Works on Kamira crossing in Kyeizoba Sub county</li> <li>o Rehabilitation of Boreholes by MoWE</li> <li>o Renovation of multi-purpose hall a Bushenyi district Hqs</li> </ul> </li> </ul>
----	---	--	---	---

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"> <li>Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2.</li> </ul>	0	<p>The CAO has not appointed any staff to coordinate response to feedback from citizens</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"> <li>The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</li> </ul>	2	<ul style="list-style-type: none"> <li>The LG published information on public notice boards including staff payroll, pensioner payment schedule December 2017.</li> <li>LG displayed circular on salary arrears payment made October and December 2017.</li> </ul>
		<ul style="list-style-type: none"> <li>Evidence that the procurement plan and awarded contracts and amounts are published: score 1</li> </ul>	1	<p>The LG procurement plan and awarded contracts and amounts are published on the LG noticeboards eg, as contained in Q 3&amp;4 reports</p>
		<ul style="list-style-type: none"> <li>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.</li> </ul>	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"> <li>• Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1</li> </ul>	1	<p>The District CAO communicates guidelines, circulars, and policies to LLGs including the Municipality eg in letter dated 1229/12/16. The CAO communicated a circular from MoLG ref. ADM/155/180/01 of 8th/12/16 to all CAOs in regard to Additional Responsibilities of Parish chiefs (Muluka Chiefs).</p>
		<ul style="list-style-type: none"> <li>• Evidence that LG during previous FY has conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc..) with the public to provide feed-back on status of activity implementation: score 1.</li> </ul>	0	<p>The LG in the previous FY did not conduct discussions in form of community meetings, barazas, radio programmes etc...) With the public to provide feed-back on status of activity implementation</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"> <li>• Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2.</li> </ul>	2	<p>There was evidence that the GFP provided guidance and support to sector departments on how to mainstream gender into their activities within FY 2016/17. For example,</p> <p>(i) The Head of CBS is also a member of TPC purposely to guide TPC on ensuring that gender activities are included in the procurement process.</p> <p>(ii) CBS supported the Water department by having a CDO attached to the water department to ensure gender mainstreaming in the activities of the water department e.g formation and training of water user committees (WUCs) of which at least 2 members must be females on the WUC. For example there was a report on core functions of CBS dated 13th October 2016 by the CDO Bumbaire S/C. WUCs were trained in the parishes of Bumbaire &amp; Numba. Each WUC is composed on 9 members (2 are women).</p> <p>(iii) CBS supported the Works Department by using its Sub County CDOs to mobilize communities, formation and training of Infrastructure Management Committees (IMCs) for CAIIP-3 roads (Batch A, B, &amp; C) on their roles and responsibilities in Ibaare S/C, Bitooma S/C and Ruhumuro S/C. A report was on file submitted to CAO (Ref: CBS/CAIIP-3) dated 30th June 2017. The training was conducted by the SEO, SCDO</p>
----	---	--	---	---

				<p>and District Engineer.</p> <p>(iv) Integrated approach to cascading and implementing the National Integrated Early Childhood Development Policy (MoGLSD 2006) in which all sector departments e.g Health, Education, Water and CBS participated in dissemination workshop in December 2016. In addition, the CAO appointed a focal person from the Health department (In-Charge of HCIII) for the Nutritional and Food Security Coordination Committee which developed a Workplan to mainstream gender, nutrition, food security and National Integrated ECD as per the above policy 2016.</p> <p>However, only 1 department/ Sector (Water department) had a specific CDO allocated to it to support in mainstream gender in water sector activities within Bushenyi district.</p>
		<ul style="list-style-type: none"> <li>• 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.</li> </ul>	0	<p>There was evidence that gender focal person planned activities to strengthen women roles in FY 2017/18 as shown in the approved AWP &amp; Budget for FY 2017/18 and the District Development Plan. Minutes from TPC also indicated inclusion of gender activities in the monthly progress reports presented by the CBS department.</p> <p>However, out of the total UGX 238,578,804 cumulative expenditure on gender activities excluding wage in FY 2016/17, only UGX 108,387,210 was spent on gender activities as per the final approved AWP &amp; budget for FY 2016/17 and also as indicated in the final accounts. Hence representing 45.43 percent (inclusive of non-wage &amp; domestic development) for CBS department. This percentage was less than 90 percent.</p>

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

Maximum 6 points on this performance measure

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

0

Environment screening & ESIA (where applicable) was not conducted on mainly the following infrastructure projects prior to commencement of the implementation:

- Construction of a 5-Stance lined VIP latrine at Bushenyi District Headquarters (Proc Ref No: BUSH 605/WRKS/2016/2017/0007)
- Construction of Akashande Gravity Flow Scheme (GFS) in Kakanju S/C (*Proc Ref No: BUSH 605/WRKS/2016/2017/0001*).
- Supply and Install Culverts on DFRs (Proc Ref No: BUSH 605/WRKS/2016/2017/0006).
- Construction of a Semi-detached Teacher's House at Kigondo P/S in Kakanju S/C (*Proc Ref No: BUSH 605/WRKS/2016/2017/0004*).
- Construct a 5-Stance lined VIP Latrine at 9 Primary Schools (*Proc Ref No: BUSH 605/WRKS/2016/2017/00002*).

The above infrastructure projects did not undergo screening yet according to the environment office, screening is a mandatory requirement to inform the development of Bid Documents and BoQs:

In addition, there was no screening report by the Senior Environmental Officer (SEO) which informed the development of Bid Documents/BoQs yet environment mitigation measure were incorporated. In most cases, screening at the end mainly to authorise payment of contractors besides ensuring compliance to environmental mitigation measures.

<ul style="list-style-type: none"> <li>• Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1</li> </ul>	1	<p>Bushenyi DLG integrated environmental and social management plans in the contract bid documents and BoQs. For example:</p> <p>i. Bid documents/BoQs for the construction of the Semi-detached Teacher's House at Kigondo P/S in Kakanju S/C (Proc Ref No: BUSH 605/WRKS/2016/2017/00004) under Bill Item (F) provided for the following;</p> <ul style="list-style-type: none"> <li>- Re-shaping of the ground to match with existing as well as providing enclosure of toilet pit during excavation.</li> <li>- Planting of trees or grass as shall be directed by the supervisor in order to reduce the effects of erosion.</li> </ul> <p>ii. Bid document for the construction of the 5-Stance lined latrines at 9 Primary Schools (<i>Proc Ref No: BUSH 605/WRKS/2016/2017/00002</i>) provided for the environmental mitigation measures under Bill Item No.1(F) as follows;</p> <ul style="list-style-type: none"> <li>- Provide for re-shaping of the ground to match with existing.</li> <li>- Provide for planting of trees or grass as shall be directed by the supervisor in order to reduce the effects of erosion.</li> </ul>
<ul style="list-style-type: none"> <li>• Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1</li> </ul>	0	<p>Not ALL completed infrastructure projects was on Government owned land that was titled. For example, Government of Uganda (GoU) does not own any primary school in Bushenyi district but just supports/aids primary schools some of which are under the religious Bureaus (The Catholic Church &amp; Church of Uganda).</p> <p>However, the newly completed 5-Stance lined VIP latrine at Bushenyi District Headquarters (Proc Ref No: BUSH 605/WRKS/2016/2017/0007) was on Government land with a Title. Other projects were not.</p>

• Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer: score 2

2

All completed projects have Environmental and Social Mitigation Certification Forms completed and signed by the Senior Environmental Officer (SEO). For example,

i. Akashande Gravity Flow Scheme (GFS) in Kakanju S/C (*Proc Ref No: BUSH 605/WRKS/2016/2017/0001*) was certified by the SEO specifying that the environmental mitigation measures were fully addressed as seen in a certificate dated 23rd January 2017 (Ref: ENV 554/3).

ii. Semi-detached Teacher's House at Kigondo P/S in Kakanju S/C (*Proc Ref No: BUSH 605/WRKS/2016/2017/00004*) has a completion certificate. The Environment certificate was signed by SEO on 21st February 2017.





## **LGPA 2017/18**

Educational Performance Measures

Bushenyi District

(Vote Code: 506)

Score 60/100 (60%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human Resource Management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</li> <li>Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4</li> </ul>	4	<p>Page 49 of the Performance Contract between the CAO and PS/ST shows that the LG budgeted for a head teacher and at least 7 teachers amounting to Shs 7,331,112,902 for the FY 2017/18</p> <p>The LG has deployed a Head teacher and a minimum of 7 teachers in the 124 primary schools</p> <p>The sampled schools Ntungamo P.S (rural), Rwakashooma P.S (urban), Kyamuhunga P.S (rural) showed that the LG had actually deployed teachers as indicated in the staff lists</p>
2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has filled the structure for primary teachers with a wage bill provision o If 100% score 6 o If 80 - 99% score 3 o If below 80% score 0</li> </ul>	3	<p>LG has substantially recruited all primary school teachers within the wage bill provision.</p> <p>The approved structure in the LG Performance Contract indicates 1,164 teachers. There are 113 head teachers and 979 teachers in post making a total of 1,092</p> <p>This represents a 93% filling of the structure for primary teachers with a wage bill provision</p>

3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6</li> </ul>	0	<p>The approved structure provides for 2 inspectors. Only 1 post is filled. The Special Needs Education Officer is used as an Inspector during inspection</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>From the recruitment Plan for FY2017/18, 72 vacant positions of teachers and were included. 38 positions of teachers have already been filled.</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>1 position of Inspector has been included in the recruitment plan for FY 2017/18</p>

5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3</p>	3	<p>The LG had only 1 Senior Inspector of schools in the FY 2016/2017. A performance appraisal was completed and signed by the CAO on 26th July 2017 (CR/D/12113)</p>
		<p>Evidence that the LG Education department appraised head teachers during the previous FY. • 90% - 100%: score 3 • 70% - 89%: score 2 • Below 70%: score 0</p>	0	<p>The LG had a total of 115 primary school head teachers in the FY 2016/2017. A sample of 10%(11 primary school head teachers) was taken and all did not have performance agreements and reports on file. (Ref:CR/D/10216, CR/D/13781, CR/D/10673,CR/D/11511, CR/D/10158, CR/D/11325/CR/D/16440,CR/D/10060, CR/D/12074, CR/D/12518, CR/D/10238 and CR/D/10296)</p>

Assessment area: Monitoring and Inspection

6	<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<p>• Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1</p>	1	<p>Guidelines, policies, circulars issued by the national level in the previous FY have been circulated. For example, the Guideline on Teacher Support Supervision was circulated under cover letter dated 10/08//2017. In visited schools, the Teacher Support Supervision Tool 2017 was found in Ntungamo and Kacuncu Primary schools</p>
		<p>• Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level, including on school feeding: score 2</p>	2	<p>There is 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. Meetings for Head teachers where the guidelines are explained and teachers sensitised take place every beginning of term. An attendance list for such meeting of 101 Head teachers that took place on 10/2/2017 was availed.</p>



		<ul style="list-style-type: none"> <li>Evidence that the inspection recommendations are followed-up: score 4</li> </ul>	4	<p>In sampled schools follow-up were made on recommendation on timetabling and displays in class and these have been implemented. In Rwakashoma P.S recommendations were made on poor state of latines as well as timetabling. The latrines have been emptied and time-tabling issues addressed. In Kyamuhunga P.S., the recommendation on the school gate has not yet been implemented, while in Kacuncu P.S all recommendations made have been implemented, namely; records of work, talking classrooms, and flooring and plastering of all classrooms</p>
9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> <li>List of schools which are consistent with both EMIS reports and OBT: score 5</li> </ul> </li> </ul>	0	<p>There is no evidence that the LG has submitted accurate/ consistent data on schools. There are inconsistencies with EMIS total schools at 187 and district data showing total of 181 schools (127 public and 54 private)</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>There is no evidence that the LG has submitted accurate/ consistent data on enrolment. Variation was found in enrolment total of 43,805 provided by LG while EMIS data from MoES showed total of 53,691 (27,525M 26,166F)</p>

Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc...during the previous FY: score 2</li> </ul>	2	<p>Council met on 30/10/2017 and discussed the following sector issues; Funds received in Q2 FY 2017/18, Preparations for PLE Exams, capacity building workshop, calamity at Kachwamba P.S, construction of VIP latrines, recruitment of teachers, school feeding, and closure of schools</p> <p>The sector implementation plan was approved on 9/5/2016 under Min. 37/2016/2017</p>
----	--	--	---	--

		<ul style="list-style-type: none"> <li>• Evidence that the education sector committee has presented issues that requires approval to Council: score 2</li> </ul>	2	In a meeting held 30/10/2017 approval was sought for fixing of doors and lightening arrestors at Kasa P.S and this was approved.
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	In only three of the four schools visited (75%) were the SMCs functional. The schools which had held the three mandatory meetings were Ntungamo (21/11/2017, 13/8/2017, and 14/3/2017), Kyamuhunga Mixed (10/11/2017, 4/6/2017, 14/4/2017, 6/4/2017, and 18/10/2016) while Kacuncu met on 13/10/2017, 17/8/2017, 4/7/2017. And 23/2/2017. Rwakashoma P.S had only had two meetings in the year on 6/4/2017 and 6/6/2017.
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"> <li>• Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3</li> </ul>	0	<p>Non-wage bill not displayed on noticeboard. Councillors are only informed during council meetings.</p> <p>The following visited schools had not posted the non-wage recurrent grants on public notice-boards. However, they all had them pinned in the Head teachers office. The schools are Nyungamo Kyamuhunga, Rwakashooma, and Kacuncu primary schools.</p>
Assessment area: Procurement and contract management				

13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4</li> </ul>	4	<p>The sector had submitted procurement requests to PDU that cover all investment items in the approved work-plan and budget on time. The following procurement request had been submitted to PDU; a request for 9 latrines for 9 schools worth 225,000,000 dated 16/5/2016, and a request for construction of a semi-detached staff house and 2 stance VIP latrine at Kigondo P.S in Kakambu sub-county valued at 125,000,000 dated 16/5/2016</p>
14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	3	<p>From the Contract samples and payment requests and certificates of payments worth 158,436,273 Ugx paid to Richo Investments &amp; Kamoja Enterprises in regards to Construction of stance Toilet Latrines, Payments were made on time. Not exceeding one month period from the day the payment of request was made.</p>
Assessment area: Financial management and reporting				
15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by mid-July for consolidation: score 4</li> </ul>	4	<p>Annual performance report covering strategic outputs for the department as well as financial and resource management was submitted (with several attachments) on 11/7/2017.</p>



16	<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points o If all queries are not responded to score 0</li> </ul>	2	<ul style="list-style-type: none"> <li>• The Sector had 11 queries during the financial year:</li> <li>• Entities: Education Department, Banura PS &amp; Others.</li> <li>• Queries: mainly Accountability issues in the following categories: <ul style="list-style-type: none"> <li>• (i) Lack of Fuel receipts</li> <li>• (ii) Lack of Acknowledgement of UPE funds transferred to schools</li> <li>• (iii) Training Workshops lack of Attendance and pay sheets</li> <li>• (iv) LPOs not Signed</li> </ul> </li> <li>• They were all responded too and the status of implementation was availed on letter dated 2/8/2017 from the DEO.</li> </ul>
----	---	---	---	---

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"> <li>• 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</li> </ul>	2	<p>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. There were three meetings to discuss gender issues i) Implementation of the Costed Implementation Plan through prioritisation of Family Planning (18/8/2017), Annual Review Partnership Network: Prevention Plus Project – Reproductive Health (24/11/2017), and Inter-generational Dialogue (10/11/2017)</p>
		<ul style="list-style-type: none"> <li>• 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</li> </ul>	0	<p>The LG Education department has not issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools</p>

		<ul style="list-style-type: none"> <li>• Evidence that the School Management Committee meet the guideline on gender composition: score 1</li> </ul>	1	<p>From sampled schools the guidelines are met. In Kyamuhungga, one of the primary schools visited, there were 9 men and 3 females. The following females are on the SMC; Betty Bomukama, Lucy Nyehangane, and Imelda Turinawe. Two of them represent the Foundation body as required by the guidelines. The same guideline was met in Ntungamo where Resty Rwasheema, Speech Mbyemeire, Meres Nyongyeirwe, and Beneth Begumisa are females on the SMC, Rwakashom where Sarah Kemigisha and Angella Kobusingye are females on the SMC representing the Foundation body, and Kacuncu which has three females on the SMC (Edray Byaruhanga, Joy Mwesigye, and Allen Biryaija) and two of them represent the Foundation body.</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"> <li>• Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 3:</li> </ul>	3	<p>There are programmes and activities showing DEO and Environment office meeting teachers and sending circulars seen in visited schools e.g. procurement of fruit tree seedlings / Uganda Multi-sectoral security and nutrition program, the Roots and Shoots (Jane Goodall) program, and the Conservation Efforts for Community Development – CECOD with 40 primary schools participating and the Special Needs EO as the focal person</p>



## **LGPA 2017/18**

Health Performance Measures

Bushenyi District

(Vote Code: 506)

Score 47/100 (47%)

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"> <li>• The approved structure has a total of 577 staff</li> <li>• The wage bill for FY2017/2018 is UGX 1,825,980,447</li> <li>• Filled positions are 251</li> <li>• Filled percentage is 43.5%</li> </ul>
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"> <li>• According to the wage bill analysis MED/151/2 dated 27th November 2017, there was surplus wage of UGX 77,445,248</li> <li>• So there is a plan to recruit 26 health workers where 9 will be a replacement</li> <li>• This is contained in file MED 151/2 in the DHO office</li> <li>• A job advertisement was place in the Daily monitor Newspaper of 21st July 2017 on page 50</li> </ul>

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>	4	<p>The district had one HC IV and 7 health centre IIIs in the FY 2016/2017.</p> <p>A Performance agreement signed by CAO on 30th June 2016 was available, for the HC IV In charge and no performance report (CR/D/12096).</p> <p>06 out 07 HC III In-charges had complete performance appraisals.(CR/D/11674, CR/D/11786, CR/D/12097, CR/D, 12057, CR/D/12183, CR/D/12184, and CR/D/12091)</p>
4	<p>The Local Government Health department has equitably deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<p>• Evidence that the LG Health department has deployed health workers equitably, in line with the lists submitted with the budget for the current FY: score 4</p>	0	<ul style="list-style-type: none"> <li>• The staff list from DHO office was compared with staff lists at the sampled health centres. Below is the analysis</li> <li>• Of the 5 health centres visited there was a discrepancy between the DHO list and the staff list at the HC</li> </ul> <p>1 Kyabugimbi HCIV DHO-40 HC-40</p> <p>2 Ishaka Hospital (PNFP) DHO-0 HC-122</p> <p>3 Comboni Hospital (PNFP) DHO-0 HC-120</p> <p>4 Kyamuhunga HCIII DHO-18 HC-17</p> <p>5 Kyeizoba HCIII DHO-19 HC-18</p> <ul style="list-style-type: none"> <li>• The DHO could not verify the number of workers at the PNFP hospitals yet they receive government funding for PHC to top up salaries</li> </ul>

Assessment area: Monitoring and Supervision

5	<p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3</li> </ul>	3	<ul style="list-style-type: none"> <li>From the dispatch book in the DHO office, facility in charges signed receiving circulars on the dates of 5th, 7th, and 10th October 2016</li> <li>PHC guidelines 2015/2016 were also signed for by in charges on 20th Feb 2017 and 13th June 2017</li> </ul>
		<ul style="list-style-type: none"> <li>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</li> </ul>	3	<ul style="list-style-type: none"> <li>From the sampled facilities, a wide range of circulars and policies were seen as had been issued by the DHO. At Kyeizoba HCIII there were clinical guidelines 2015/2016, a circular on code of conduct 2009, Client charter 2015. Such were also found at Kyabugimbi HCIV and Kyamuhunga HCIII</li> </ul>
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"> <li>Q1 supervision report for HCIV including the PNFPs dated 20th January 2017 was on the support supervision file in the DHO office</li> </ul>
		<p>Evidence that DHT has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> <li>If 100% supervised: score 3 points</li> <li>80 - 99% of the health facilities: score 2</li> <li>60 - 79% of the health facilities: score 1</li> <li>Less than 60% of the health facilities: score 0</li> </ul>	3	<p>Below are the reports which were obtained from the DHOs file for the financial year 2016/2017. All reports included 31 health units listed</p> <p>Period Report Date</p> <p>Q1 Jul – Sept 2016 25th/11/2016</p> <p>Q2 Oct – Dec 2016 19th/01/2017</p> <p>Q3 Jan – Mar 2017 28th/04/2017</p> <p>Q4 Apr – Jun 2017 14th/07/2017</p>

7	<p>The Health Sub-district(s) have effectively provided support supervision to lower level health units</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that health facilities have been supervised by HSD and reports produced: • If 100% supervised score 6 points • 80 - 99% of the health facilities: score 4 • 60 - 79% of the health facilities: score 2 • Less than 60% of the health facilities: score 0</p>	<p>0</p> <ul style="list-style-type: none"> <li>• Bushenyi has 2 HSD</li> <li>• In one of the HSD headed by Comboni Mission Hospital which was part of the sample, the monitoring reports are stored in soft copy on the computer of the monitoring officer. The reports are not dated so one cannot tell when the supervision was carried out</li> <li>• In the Kyabugimbi HCIV HSD, the monitoring was inconsistent and no comprehensive reports were prepared. The file contained monitoring forms of individual health centers done on random dates.</li> </ul>
8	<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<p>4</p> <ul style="list-style-type: none"> <li>• Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4</li> </ul>	<ul style="list-style-type: none"> <li>• In a meeting on 12th December 2016 the DHO requested members to look at sensitive areas during the support supervision visits</li> <li>• In a DHT meeting on 3rd April 2017 under MIN 2/2017, the DHO requested members to always document their findings in the supervision log book located at the facilities</li> </ul>

		<ul style="list-style-type: none"> <li>• Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6</li> </ul>	6	<ul style="list-style-type: none"> <li>• At Kyeizoba HCIII, as registered in the supervision logbook on 2nd October 2017 on the flipside of page 39223, the DHO recommended that medicines should get off the floor in the store. 100 packets of VHT RDTs were withdrawn</li> <li>• At Kyabugimbi HCIV as documented in the supervision log book on 11th October 2017 on flipside of page 37431 a clinic day for hypertensive people was introduced and also asked to revitalise youth friendly services</li> <li>• In a meeting held on 3rd April 2017 under MIN 6/2017, excess ARVs that were discovered at facilities were redistributed accordingly.</li> </ul>
9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has submitted accurate/consistent data regarding: o List of health facilities which are consistent with both HMIS reports and OBT: score 10</li> </ul>	0	<p>According to the HMIS report of July to December 2017 there were 41 facilities compared to the 29 facilities in OBT as contained in a memo to CAO from DHO under reference MED 104/1 dated 16th October 2017</p>
Assessment area: Governance, oversight, transparency and accountability				



10	The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council	<ul style="list-style-type: none"> <li>Evidence that the council committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2</li> </ul>	2	<ul style="list-style-type: none"> <li>On 2nd August 2016, the health sector submitted their work plan to the planner to be discussed in council.</li> </ul>
	Maximum 4 for this performance measure	<ul style="list-style-type: none"> <li>Evidence that the health sector committee has presented issues that require approval to Council: score 2</li> </ul>	2	<ul style="list-style-type: none"> <li>During a council meeting held on 10th May 2017 un MIN 64/2017/2017 operational plans for all sectors including health were approved by council</li> </ul>
11	The Health Unit Management Committees and Hospital Board are operational/functioning	Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):	0	<ul style="list-style-type: none"> <li>Only 2 out of the 5 sampled facilities have had the 4 HUMC meetings</li> <li>Kyabugimbi HCIV – 3 meetings</li> <li>Ishaka Hospital (PNFP) – No HUMC (PNFP)</li> <li>Comboni Hospital (PNFP) – Board has met 7 times</li> <li>Kyamuhunga HCIII – 4 meetings</li> <li>Kyeizoba HCIII – 7 meetings</li> </ul>
	Maximum 5 points	<ul style="list-style-type: none"> <li>If 100% of randomly sampled facilities: score 5</li> <li>If 80-99% : score 3</li> <li>If 70-79%: : score 1</li> <li>If less than 70%: score 0</li> </ul>		
12	The LG has publicised all health facilities receiving PHC non-wage recurrent grants	<ul style="list-style-type: none"> <li>Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 3</li> </ul>	3	<ul style="list-style-type: none"> <li>All 5 of the 5 sampled facilities had PHC grant release notices pinned up on notice boards at the facility</li> </ul>
Maximum 3 for this performance measure				

Assessment area: Procurement and contract management

<p>13</p>	<p>The LG Health department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2</li> </ul> <p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p>	<p>0</p> <p>0</p>	<ul style="list-style-type: none"> <li>• No procurement request from health sector to PDU was seen</li> </ul> <ul style="list-style-type: none"> <li>• No procurement request form for health projects was prepared by the department for submission to PDU</li> </ul> <p>However PDU made direct entries in the Bushenyi DLG submitted approved Procurement plan for the current FY 2017/18 to PPDA and was received by PPDA on 13th July 2017. In it, the Health Sector included procurement planned for FY 2017/118, For example, Partial completion of the Kabumburi HC in Bitooma S/C as shown on page 3 of PDP and page 47 of the approved Annual Work plan &amp; Budget (AWP) for FY 2017/18.</p>
<p>14</p>	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time:</li> <li>• 100% - score 8</li> <li>• 70-99% – score 4</li> <li>• Below 70% - score 0</li> </ul>	<p>8</p>	<ul style="list-style-type: none"> <li>• The HCIV directly deals with NMS and had receipts of the medicines from NMS</li> <li>• Interviews with the 5 sampled health facility in charges revealed that they submit their NMS requests to the DHO office for coordination and forward management</li> <li>• The DHO had a file of copies of all receipts from NMS to the 41 respective health facilities.</li> </ul>

15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points</li> </ul>	0	<p>No development funds for the last two financial years and hence no payments made to the suppliers. Funds available for Wage and Non-Wage recurrent expenditure.</p>
----	--	--	---	--

Assessment area: Financial management and reporting

16	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4</li> </ul>	0	<p>Q4 report was submitted beyond the mandatory mid July, it was submitted in 2nd August 2017</p> <p>Q1 15th/11/2016</p> <p>Q2 28th/02/2017</p> <p>Q3 29th/06/2017</p> <p>Q4 2nd/08/2017</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>	<p>2</p> <ul style="list-style-type: none"> <li>• The Sector had 10 queries for the FY.</li> <li>• Entities : Health Department, Ishaka Hospital &amp; others</li> <li>• Queries : mainly Accountability on the following issues and categories: <ul style="list-style-type: none"> <li>• (i) Lack of LPOs</li> <li>• (ii) Acknowledgment receipts for PHC Funds to Health Facilities</li> <li>• (iii) Activity Reports for Training and workshops.</li> <li>•</li> <li>• They have all been responded to and the status of implementation of recommendations was availed vide letter dated 14/08/2017 from the DHO.</li> </ul> </li> </ul>
----	---	--	---

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>0</p> <p>While a HUMC is supposed to have at least one third as women, Ishaka Hospital did not have a HUMC at all.</p> <ul style="list-style-type: none"> <li>• Kyabugimbi HCIV 2 female, 7 male</li> <li>• Ishaka Hospital (PNFP) – no HUMC</li> <li>• Comboni Hospital (PNFP) 4 female, 10 male</li> <li>• Kyamuhunga HCIII 4 female, 3 male</li> <li>• Kyeizoba HCIII 3 female, 7 male</li> </ul>
----	--	---	---

		<ul style="list-style-type: none"> <li>• Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2</li> </ul>	0	<ul style="list-style-type: none"> <li>• Kyabugimbi HCIV, no guidelines, toilets not marked</li> <li>• Ishaka Hospital (PNFP) no guidelines, toilets not marked</li> <li>• Comboni Hospital (PNFP) no guidelines, toilets not marked</li> <li>• Kyamuhunga HCIII no guidelines, toilets not marked</li> <li>• Kyeizoba HCIII Guidelines available and toilets well marked male and female</li> </ul>
19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<ul style="list-style-type: none"> <li>• Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points.</li> </ul>	0	<ul style="list-style-type: none"> <li>• Kyabugimbi HCIV – No policy seen</li> <li>• Ishaka Hospital (PNFP) No policy seen</li> <li>• Comboni Hospital (PNFP) No policy seen</li> <li>• Kyamuhunga HCIII No policy seen</li> <li>• Kyeizoba HCIII No policy seen</li> </ul>



## **LGPA 2017/18**

Water & Environment Performance Measures

Bushenyi District

(Vote Code: 506)

Score 64/100 (64%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: score 10</li> </ul>	10	<ul style="list-style-type: none"> <li>Bushenyi District Local Government has an average safe water coverage at 62.4%. Sub-counties below this figure are Nyarubaale sub-county and Kyeizooba sub-county.</li> <li>In FY 2017/2018 the sub-counties below district average were targeted for allocations i.e Rehabilitation of 4 shallow wells in Kyeizooba and Nyaibaale sub-counties (2 in each sub-county) 15million shillings was allocated to this project.</li> <li>Ibaale sub-county with safe water coverage at 49% will benefit from Rutooma GFS (phase II)</li> </ul>
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"> <li>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</li> </ul>	0	<ul style="list-style-type: none"> <li>In FY 2016/207 Ibaale sub-county with a safe coverage of 49% was not targeted among the sub-counties that had water projects implementation</li> </ul>
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> <ul style="list-style-type: none"> <li>• In the water department AWP, the DWO was supposed to conduct 4 quarterly supervision &amp; inspection visits to all implemented projects of Akasanda GFS, rehabilitation of Nyeibingo GFS and rehabilitation of 5 shallow wells</li> <li>• Out of the planned 4, the DWO conducted 3 supervision and inspection visits evidenced by supervision reports. i.e</li> <li>• Supervision Report on implementation of water projects by date water officer for 1st quarter dated 5th/11/ 2016</li> <li>• Supervision report of the District water officer for 2nd quarter dated 16th/01/2017</li> <li>• Supervision report of the District water officer for 3rd quarter dated 7th/05/2017</li> <li>o However,water project specific monitoring &amp; supervision reports for each project was compiled as indicated below;</li> <li>o Akasanda GFS inspection report of 1st/02/2017</li> <li>o Report on Akasanda GFS dated 30th/01/2017</li> <li>o Follow-up report on Akasanda GFS on 23rd/01/2017</li> <li>o Report on rehabilitation of 5 shallow wells &amp; reinstatement of pipes of Neibingo GFS dated 06/09/2016</li> </ul>
----------	--	---	--



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"> <li>Evidence that the LG has submitted accurate/consistent data for the current FY: <ul style="list-style-type: none"> <li>List of water facility which are consistent in both sector MIS reports and OBT: score 10</li> </ul> </li> </ul>	10	<ul style="list-style-type: none"> <li>Bushenyi District water department submitted accurate /consistent reports /data lists of water facilities as per formats provided by the MoWE</li> </ul> <p>In the first first quarter data update dated 18th/10/2017, the district indicated that there are eight (8) functional Gravity Flow Schemes including; Akashanda GFS, Kabale, Rutooma GFS, Kakoni GFS, Nyeibingo GFS, Kyabukumu GFS, Kyamuhunga GFS and Kayanga GFS. Gravity Flow Scheme taken over by National Water and Sewerage include Kyabugimbi GFS, Mabanga GFS, Ryamasha GFS. The exact information was contained in the sector MIS reports and OBT.</p>
---	--	---	----	--

Assessment area: Procurement and contract management

5	<p>The LG Water department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	0	<ul style="list-style-type: none"> <li>The water department submitted its procurement requests for supply in FY 2017/2018 on 17th /07/2017 this was beyond the stipulated time frame</li> </ul>
---	---	---	---	---

The DWO has appointed Contract Manager and has effectively managed the WSS contracts

Maximum 8 points for this performance measure

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

2

- The DWO prepared a contract implementation plan of Akashanda GFS following the LG form R4 (R119[3]) The plan was submitted and approved by CAO
- According to the plan, the project was to start on 12th/ 08/2016 and end July 2017, payments to be effected by 30th/01/2017
- Letter dated 09th/08/2016 appointing Titus Nuwamanya as contract manager for construction of Akashanda GFS phase II in Kakanju sub-county
- Field report and comments on the implementation of Akashanda GFS dated 17th Jan 2017 by the District Water Officer
- Report on the baseline surveys for construction of Akashanda GFS dated 14th/11/2016 where the contractor discussed with the Water department and other stakeholders on modalities of implementation.

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

2

- The water and sanitation facilities were constructed as per designs in the Bills of Quantities; For example Akashanda GFS covered a distance of 5.6kms, volume of segmentation tank was 1.5 cubic metres, reservoir tank was 30 cubic metres and pipe work involved use of agreed pipe sizes; i.e inch 63, 50, 40, 25 and 32 as clearly stipulated in the BOQs
- The water source was properly fenced off using barbed wire as stipulated in the design
- Tap constructed at the source for the people who formerly utilized the source
- Suitable and water friendly grass planted including papyrus

		<ul style="list-style-type: none"> <li>• If contractor handed over all completed WSS facilities: score 2</li> </ul>	2	<ul style="list-style-type: none"> <li>• A hand over report from FEREST Investment Ltd dated 24th/04/2017 for Akashanda GFS addressed to Chief Administrative Officer and copied to the District Water Officer was received and filled.</li> </ul>
		<ul style="list-style-type: none"> <li>• If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2</li> </ul>	2	<ul style="list-style-type: none"> <li>• DWO appropriately certified WSS projects for both partial and final completion. The following certificates were filled</li> <li>• Completion certificate to FEREST Investment for final payment for the construction of Akashanda GFS dated 30th/01/2017</li> <li>• Dated 15th/ 11/2017, partial certificate for works on Akashanda GFS to FEREST Investments Ltd</li> <li>• Certificate of partial completion issued to FOREST on 14th/11/2016 for construction of Akashanda GFS</li> <li>• Final certificate for completion of rehabilitation of 5 shallow wells &amp; reinstatement of pipes for Nyeibingo GFS dated 33rd/08/2017</li> </ul>
7	<ul style="list-style-type: none"> <li>• Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	3	<ul style="list-style-type: none"> <li>• On the 3 sampled payments in regard to Gravity scheme &amp; Shallow wells made to Ferest Investments &amp; Buwaro Investments, payments worth Ugx 177,463,569 were certified and requisitioned on time. Payments were made in not more than a month from the date of requisition as per Contract terms.</li> </ul>
Assessment area: Financial management and reporting				

8	<p>The LG Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5</li> </ul>	0	<p>Department of water managed to submit annual performance report for Financial Year 2016/2017 including all the four quarterly reports to the Planner in stipulated time.</p> <p>First quarter submitted on 14th/10/2016</p> <p>Second quarter was submitted on 13th/01/2017</p> <p>Third quarter submitted on 10th/04/2017</p> <p>Fourth quarter submitted on 21st/07/2017; this is way beyond the stipulated time of 15th/July/2017</p>
9	<p>LG Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 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</li> </ul>	3	<ul style="list-style-type: none"> <li>The sector had 4 Audit queries during the financial year.</li> <li>Entities : Works Department- Water Section</li> <li>Queries: mainly Accountability related on the issues below :</li> <li>(i) Pay sheets for Training Workshops</li> <li>(ii) Fuel Receipts for consumed Fuel</li> <li>(iii) Receipts from Contractors of VIP Latrines</li> <li>(iv) Activity Reports.</li> <li></li> <li>The sector had responded to all of them and the status on implementation was availed vide letter dated 28/7/2017 from District Engineer.</li> </ul>

Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3</li> </ul>	3	<p>On 20th/04/2016 the sector committee of works and water met, got presentation and discussed the Annual workplan and Budget</p> <p>Under minute MIN 3[b] 2016/2017 The Council committee responsible for water met and discussed the proposed take-over of Butare-Mashonga Gravity Flow Scheme by National Water and Sewerage. The committee also discussed fourth quarter data updates to be submitted to the Ministry of Water and Environment. Need for recruitment of Engineering Assistant in the water department was also discussed.</p>
		<ul style="list-style-type: none"> <li>Evidence that the water sector committee has presented issues that require approval to Council: score 3</li> </ul>	3	<p>On the 9th/05/2016 the committee on works and water presented the sector Annual Work plan and it was approved by council under MIN:37:COU:16-17.</p> <p>A motion to approve the District manpower structure passed by council on 9th/ 05/2017. Under works &amp; water recruitment of an Assistant Engineering officer (civil) by District Service Commission (DSC) was cleared</p>
11	<p>The LG Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> <li>The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2</li> </ul>	0	<ul style="list-style-type: none"> <li>There was no display of water sector specific information on the district notice board. The grants obtained and expenditures were not displayed. On the district website water sector issues were not uploaded since the district website is not updated.</li> </ul>

		<ul style="list-style-type: none"> <li>All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2</li> </ul>	2	<ul style="list-style-type: none"> <li>Sampled water projects were labelled clearly indicating the name of the project e.g Akasanda GFS, Nyeibingo GFS, VIP latrines at District headquarters and at Kakanju HCIII</li> <li>Akasanda GFS had a durable label made of cement indicating the contractor(FEREST), source of funding was District Water and Sanitation Conditional Grant (DWSCG) and the phase of implementation was clearly indicated as phase II</li> </ul>
		<ul style="list-style-type: none"> <li>Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2</li> </ul>	0	<ul style="list-style-type: none"> <li>By the time of assessment, there was no display of information on tenders and contract awards on the district notice board. However, the argument of the DWO was that the PPDA regulations calls for display for only 10 working days.</li> </ul>
12	<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1</li> </ul>	1	<ul style="list-style-type: none"> <li>According to water department software component report there were application letters from various communities for water. For example a letter dated 10th/05/2016 signed by chairperson requesting for ground/surface water source in Bwekngo village, Ruhumuro sub-county addressed to the District CAO copied to the DWO</li> <li>Letter by residents of Katikamwe LCI in Kyabugibi sub-county requesting for safe water addressed to CAO on 04th/11/2016</li> </ul>

		<ul style="list-style-type: none"> <li>• Number of water supply facilities with WSCs that are functioning evidenced by collection of O&amp;M funds and carrying out preventive maintenance and minor repairs, for the current FY: score 2</li> </ul>	2	<ul style="list-style-type: none"> <li>• The water department registered 48 WUCs of which 27 WUCs are attached to Akashanda GFS. These committees underwent training on 24th/01/2017. Each committee has membership of 5 people.</li> <li>• The committees set uniform fee of 500/= contributed by users monthly and payment of annual membership fee of 2000/= per household.</li> <li>• Sampled committees of Akashanda GFS- Tap 1, Tap3, Tap 5, Tap 7 &amp; Tap 9 had opened up accounts in Kakanju sub-county SACCO.</li> <li>• These committees are also mandated to report illegal connections, filling data in the book availed to the by the DWO</li> </ul>
--	--	--	---	---

Assessment area: Social and environmental safeguards

13	<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2</li> </ul>	2	<ul style="list-style-type: none"> <li>• On the Akashanda GFS implementation file there was an issued certificate by the District Environment and Natural Resources Officer on the 16th/11/2017 highlighting how environment issues had scored after inspection</li> <li>• Site cleaning was at 80%, planting of suitable and water friendly grass scored 50%, construction of live wire around the source was at 0% making total percentage score 34%</li> <li>• By 23rd/01/2017 Akashanda GFS Environment and Social mitigation certificate was issued indicating percentage work done and all indicators were at 100%</li> </ul>
----	--	--	---	---

		<ul style="list-style-type: none"> <li>Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1</li> </ul>	1	<ul style="list-style-type: none"> <li>The certificate issued by District Environment and Natural Resource Officer dated 23rd/01/2017 was clear indication that follow support was done to ensure rise from the initial percentage score of 34%</li> </ul>
		<ul style="list-style-type: none"> <li>Evidence that construction and supervision contracts have clause on environmental protection: score 1</li> </ul>	1	<ul style="list-style-type: none"> <li>The contract signed between Bushenyi District Local Government and FEREST Investment Ltd had clauses 23, 24, 25, 26 all on environment protection, among the signatories of the contract was the District Environment Officer</li> </ul>
14	<p>The LG Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If at least 50% WSCs are women as per the sector critical requirements: score 3</li> </ul>	0	<ul style="list-style-type: none"> <li>Well as the sampled WSC had women in composition (40%), they did not meet the critical requirement of at least 50%. Again women did not occupy key positions on the committees such as chairperson, vice chairperson, secretary and treasurer.</li> </ul>
15	<p>Gender- and special-needs sensitive sanitation facilities in public places/RGCs.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3</li> </ul>	0	<ul style="list-style-type: none"> <li>Of all the sampled public sanitation facilities including a VIP latrine at the District Head quarter constructed in in financial year 2016/2017 with funding from District Development Equalization Grant, VIP latrine at Bushenyi health centre IV and Kakanju Health Centre III, It is only the VIP Latrine at the district head quarters that had provision for People with Disabilities (PWDs)</li> </ul>