



LGPA 2017/18

Accountability Requirements

Kagadi District

(Vote Code: 613)

Assessment	Compliant	%
Yes	4	80%
No	1	20%

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>LG submitted the performance contract for 2017/2018 to ministry of finance draft on 4/05/2017 as per copy of counter yellow receipt issued and final on 6/7/2017 as per ministry register, beyond 30th June</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>LG submitted budget as part of the performance contract and the approved procurement plan signed on 23/6/2017 was accompanying</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>LG submitted the annual performance report to ministry of finance on 31/7/2017 as per counter copy of yellow receipt issued</p>	Yes

<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)</p>	<p>xxxxxx</p>	<p>LG made all quarterly submissions Q1 4/1/2016, Q2 14/2/2017, Q3 12/5/2017 and Q4 31/7/2017 to ministry of finance as per counter copies of yellow receipts</p>	<p>Yes</p>
<p>Assessment area: Audit</p>			
<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p>	<p>xxxxx</p>	<p>New district started operations in 2016/17 and could not have submitted the report before starting functioning.</p>	<p>N/A</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxxx</p>	<p>Auditor General's report issued unqualified opinion as indicated No.53 on page 201 of the report.</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Kagadi District

(Vote Code: 613)

Score 44/100 (44%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality; and (ii) all Town Councils in a District are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a municipality/district has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 2. <p>• All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2.</p>	<p>0</p> <p>0</p>	<p>Physical Committee not yet appointed / in place. But names submitted to CAO for appointment. No physical plans worked on and the Physical Planner is just 3 months old in office.</p> <p>No investments have been submitted or approved so far</p>
2	<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p>	<ul style="list-style-type: none"> • Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. • Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If different, justification has to be provided and evidence that it was approved by Council. Score 2. 	<p>0</p> <p>2</p>	<p>Budget conference held on 13/Oct/2016, and projects such as Completion of Kabamba OPD, Kyakabadiima HC11 as well as procurement of vehicle were not prioritized yet are in the AWP.</p> <p>Projects such as construction of classrooms (Sese P/S), Construction of VIP Latrines at Lyanda SDA, Busungubwa, furniture, hospital renovation, completion of OPD at Kabamba & Kyakabadiima as well road rehabilitation and routine maintenance are derived from the LG 5 year Development Plan.</p>

		<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1. 	0	Booklet for project 2017/18 profiles seen signed 6/9/2017 and all as per format issued in the planning guidelines. But not yet discussed in TPC. However, earmarked as part of the agenda the forthcoming TPC scheduled for 23/Jan/2017.
3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> • Annual statistical abstract, with gender disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum 1 point. 	1	Current Statistical Abstract endorsed with disaggregated sub county population figures, disaggregation of dwelling by sex and population figures influenced resources across sub counties with S/Cs having higher populations such as receiving more funds. However, the disaggregation needs to be deepened and widened to include other areas like enrolment, staffing etc.
4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	2	Projects such as construction of adminidtartion block, classroom construction at Kahumiro P/S and Kyaterekera parents, construction of VIP Latrines (Kyomukama parents, Kahumiro), Kagadi Hospital rehabilitation, OPD at Kabamba and several other were implemented in 2016/17 and derived from the AWP of that year.
		<ul style="list-style-type: none"> • Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	0	Out of 53 projects, 41 were completed and 12 either underway or not started mainly in water department. Giving only 77% completed by end of year

5	<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects and assets during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	2	<p>Siyoni BH budget 22,500 and spent 22,500, Galilaya BH budget 22,500 and spent 22,500, Galiboleka BH budget 3,500 and spent 3,318, Kyomukama latrine budget 9,000 and spent 9,000, furniture at Paacwa budget 3,600 and spent 3,600, then classroom at Mutunguru budget 71,710 and spent 61,700. Figures are in Ug Shs 000s</p> <p>Hence all as per budget or within max.15% plus or minus</p>
		<ul style="list-style-type: none"> Evidence that the LG has budgeted and spent at least 80% of O&M budget for infrastructure in the previous FY: score 2 	0	<p>Routine maintainence of Mugalike Kyanaisoke budget 7,456 and spent 2,152, Mabaale Kyamasega budget 42,809 and spent only 28,827. Elsewhere such as Kinyanga and Kyanaisoke S/Cs budgeted O&M but not spent. Hence below 80%. Figures are in Ug Shs 000s</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"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	0	<p>Two (2) out of 8 HoDs in post have their appraisals done and on file (signed performance agreements and reports) i.e. Ag. DEO and Ag. Production coordinator. There is no evidence of appraisal on personal files for other HoDs.</p>
		<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	0	<p>One (1) out of the 9 HoDs is substantively appointed i.e. the Deputy CAO who is appointed and posted by the Central government. The other HoDs are in acting capacity. The new department of Trade, Industry and Local Economic Development is still vacant. This is attributed to the fact that the district is still new (became operational 1st July 2016).</p>

7	The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.	<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for recruitment have been considered: score 2 	2	All positions submitted to DSC for consideration in 2016/17 FY (Letters of submission dated 2/2/2017 on file) were handled during the DSC sitting from 3rd-30th May 2017 under minutes 31/2017 – 55/2017. Others were considered during the sitting of 5th – 12th June 2017 under minutes 128/2017 – 130/2017.
	Maximum 4 points on this Performance Measure	<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	The DSC received a number of submissions for confirmation e.g. Submission letters dated 1st march 2017. The confirmations were considered during the sitting of 3rd-30th May 2017 under minutes 15/2017 and during the sitting of 5th – 12th June 2017 under minutes 84/2017 – 97/2017.
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	There was no discipline cases submitted to the DSC during 2016/17 FY hence the DSC did not fail in its duty. The DSC became operational in Feb 2017.
8	Staff recruited and retiring access the salary and pension payroll respectively within two months	<ul style="list-style-type: none"> Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	0	All the officers recruited during the DSC session held from 3rd – 30th May 2017, and appointed in June 2017 as per the staff list were not on August 2017 payroll i.e. did not access payroll not later than 2 months from the time of recruitment. However, the HR officer blames the delay on the IPPS upgrade by the MoPS.
	Maximum 5 points on this Performance Measure.	<ul style="list-style-type: none"> Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	2	The district started operations beginning July 2017. There were not retired staff during the financial year under assessment. There is no failure on the part of Kagadi District.

Assessment area: Revenue Mobilization

9	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • If increase in OSR from previous FY but one to previous FY is more than 10% : score 4 points • If the increase is from 5 -10% : score 2 point • If the increase is less than 5% : score 0 points. 	0	<p>New district that started operations in 2016/17, therefore comparison cannot be made.</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"> • If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10% : then 2 points. If more than +/- 10% : zero points. 	0	<p>Budgeted OSR revenue for 2016/17 = 264,712,249</p> <p>Actual collection in 2016/17 =416,479,311</p> <p>Actual collection more than budget by 151,767,062</p> <p>= 57%</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"> • Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 • Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	2	<p>From the Trial Balance/General Ledger</p> <p>Tender sources = 200,953,915</p> <p>Local Service tax =79,183,102</p> <p>Less transfer to Urban Council = 14,560,000</p> <p>Total Local revenue shared with LLG =265,577,017</p> <p>Transferred to LLG =172,626,361= 65%</p> <p>From the Trial Balance.</p> <p>OSR 416,479,311</p> <p>Council Emoluments 92,294,000.</p> <p>22%</p>

Assessment area: Procurement and contract management

12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	0	<p>The position of a senior procurement Officer is not place due the wage bill. The procurement Officer Appointment letter dated 2nd June 2017. DSC Min 36/2017.</p>
		<ul style="list-style-type: none"> Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	1	<p>Kaga613/Wrk/FY16/17/00174: Drilling and Installation of 8 Boreholes in Kagadi District. Amount 154,000, 856UGX; Contractor ICON Projects LTD, TEC Report date 14th April 2017 dully singed by 3 members. The District Contract Committee approved the TEC committee minute: KDLG/DCC/66/03/2017.</p> <p>Construction of a 4 stance Lined VIP latrine with Urion at Kyaterekera Market under water department; Kaga613/Wrks/016-17/00038 23,665,800 UGX TEC report dated 23rd December 2016, dully signed by 5 members</p>
		<ul style="list-style-type: none"> Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	1	<p>Contracts Committee Minutes upheld the following TEC recommendations; CC meeting 7 dated 27/12/2016, minute KDLG/DCCMin.40/12/2016/ (7) Construction of a 4 stance Lined VIP latrine with Urion at Kyaterekera Market under water department; Kaga613/Wrks/016-17/00038, UGX 23,665,800 Kaga613/Wrk/FY16/17/00174: Drilling and Installation of 8 Boreholes in Kagadi District. Amount 154,000, 856UGX; Contractor ICON Projects LTD. CC Meeting 12 dated 8th April 2017 minute KDLG/CC/71/04-2017 (2) that awarded the project to ICON projects LTD</p>

13	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> 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 	0	<p>Procurement plan dated 23rd June 2017 but no disposal plan, all infrastructure plans are indicated by sector; vide Kagadi District Procurement 2017/18. Dully signed by CAO and Submitted to PPDA. Tests Conducted: Kagadi Hospital in the PP 300,000,000 UGX Vs Budget 2017/18 page 18 output 088280 Hospital Construction and rehabilitation 300,000,000UGX. In the Annual Work plan did not have dates to test validity.</p> <p>Last FY PP dated 16th September 2016 is Available but developed by Kibaale Districts Test of PP Adherence Actual dates in the Current PP Bid Advertisement Notice No.2 Publishing Notice 7th September 2017 Pre Bid meeting 15th September 2017 Bid Closing: 26th September 2017 TEC: 27th to 29th September 2017 Display: 2nd to 13th October 2017 Contract Approval & Signing: 19th October 2017 Previous FY PP Plan dates Publishing Notice 28th November 2016 Pre-Bid meeting 13th December 2016 TEC 14th to 15th December 2016 Contract Award 11th January 2017 All dates do not match proposed plans and actual implementation as per TEC minutes and Mandatory procurement dates</p>
14	<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2 	0	<p>All projects were beyond date of 30th August. E.g. Drilling of 6 deep boreholes in different parts of Kagadi District Local Government. Kaga613/Wrks/FY2017-18/00090 issued on 7th September 2017. All the delays arise due to slackness by Departments not providing specification for Bid preparations</p>

		<ul style="list-style-type: none"> For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	2	<p>Kagada DLG CR Lager available and files available.</p> <ul style="list-style-type: none"> Kaga613/Wrk/FY16/17/00174: Drilling and Installation of 8 Boreholes in Kagadi District. Construction4 stance Lined VIP latrine with urion at Kyaterekera Market under water department; Kaga613/Wrks/016-17/00038 <p>See DLG CR Lager Page 297 to 299 among others</p>
		<ul style="list-style-type: none"> For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	2	<p>Kagadi 50m and above open National Bidding</p> <p>Kaga613/Wrks/2016/17/00005: Drilling of 8 Boreholes in KDLG, Amount 151,653,600 UGX SRI BALAJI Industries (E.A) LTD</p> <p>Selective National bidding e.g.</p> <p>Kaga613/Wrks/FY16/17/00001: Construction of 2 Classroom, Office and Store at Kyomukama Parents P/s- Kyoterekera S/County Amount 69,919,500 UGX, Construction: M/S Mirunda Ent. Ltd Below 50m</p> <p>Kaga613/Wrks/Fy2016/17/00049: Renovation of Kagadi District Administration Building; Amount 25,073,820 UGX, Contractor; Chamil International Ltd.</p>
15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2 	2	<p>Kaga613/Wrks/Fy2016/17/00049: Renovation of Kagadi District Administration Building; Amount 25,073,820 UGX, Contractor; Chamil International Ltd.</p> <p>Inspection Report dated 27th January 2017</p> <p>Completion Certificate: 30th January 2017, Est. date of Completion: 15th February 2017 and signed off on 6th January 2017.</p> <p>Payment date 31st January 2017</p> <p>Kaga613/Wrks/2016/17/00005: Drilling of 8 Boreholes in KDLG, Amount 151653,600 UGX SRI BALAJI Industries (E.A) LTD</p> <p>Certification Date: 29th of June 2017</p>

		<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	0	No evidence and provision for signage's in the BOQs thus lack of site installation of site boards
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Assessment area: Financial management

16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	4	Review of the cash books indicate that the Bank reconciliations are done on monthly basis and the last one was prepared on 2/1/2018
17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	0	The district does not have a payment claim register and is was not easy to make verifications
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3. 	0	There is no substantially appointed Internal Auditor.

		<ul style="list-style-type: none"> Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries: score 2. 	2	<p>Documents reviewed include PAC report to DEC and Council Minute No.KD/CL/07/09/2017/18 which resolved among others that:</p> <p>10,831,000 to be recovered from Mr. Bukenya Robert DWO</p> <p>11,831,000 to be recovered from Mr. Mwebaze Abel District Engineer.</p> <p>Some of the queries dropped were for Asaba magaret for 720,000,1,440,000 and 585 for Dr Olowo</p> <p>PAC report to CAO dated 17/8/2017</p>
		<ul style="list-style-type: none"> Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1 	1	<p>Reports were submitted to the Central register and received as per the stamps:</p> <p>Quarter 1 31/10/12016</p> <p>Quarter 2 26/1/12017</p> <p>Quarter 3 26/4/2017</p> <p>Quarter 4 28/7/2017</p> <p>And were distributed to CAO, PAC,RDC.CFO,LC V</p>
19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	0	<p>Although efforts is being made to maintain assets register, the records for some items are not fully recorded Viz</p> <p>New Grader No.UG.17006W has on value</p> <p>Wheel loader No, UG1897W has no value .</p> <p>All donated vehicles do not have values attached to them</p> <p>Land and building not recorded in the register, most of the land including the district headquarters, HCs and schools are on land owned by the kingdom and cannot be Titled.</p>

20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY: • unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0</p>	4	<p>Auditor General's report issued unqualified opinion as indicated No.53 on page 201 of the report.</p>
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Assessment area: Governance, oversight, transparency and accountability

21	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<p>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</p>	2	<p>Council sat 16/9/2016, 19/10/2016, 16/11/2016, 21/12/2016, 29/3/2017, 31/5/2017 and discussed among others approval of plans and budgets , revenue rates, management plans, committee reports, recruitment plans, capacity building plans, 3 year academic performance strategic improvement plan2016-2018 as well as upgrading of roads.</p>
22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<p>• Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2.</p>	0	<p>No official has so far been either appointed or designated.</p>
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</p>	0	<p>Payroll of October 2017 seen on the notice board. However, nor pensioner schedule seen reportedly because all pensioners still paid under mother district Kibaale. Need to proc more notice boards to increase publicity</p>

		<ul style="list-style-type: none"> Evidence that the procurement plan and awarded contracts and amounts are published: score 1 	0	No best evaluated bidder notice indicating awarded amounts was seen displayed. Only invitation for bids (New Vision extract), invitation for bids non-consultancy services no.3 under selective national bidding signed by CAO Malik Mahabba. Need to publish more.
		<ul style="list-style-type: none"> Evidence that the LG performance assessment results and implications, are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	0	N/A.
24	The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens	<ul style="list-style-type: none"> Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	0	Seen CAOs letter addressed to all S/Cs, T/Cs on circular no.1 of 2017 (Dressing code for non-uniformed officers in the public service). However no evidence of delivery or distribution.
	Maximum 2 points on this performance measure	<ul style="list-style-type: none"> Evidence that LG during previous FY has conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc..) with the public to provide feed-back on status of activity implementation: score 1. 	0	No Baraza was conducted. However reportedly radio programme conducted on KKCR FM, which provides free airtime for government every Thursday. But no evidence provided.
Assessment area: Social and environmental safeguards				

25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2. 	2	<p>Kagadi DLG Gender and Equity Dissemination Report for Sub County for CDO 2016/17, dated 23rd June 2017: Gender & Equity Guidelines and Scoring Cards Dissemination to Sub County Planners and CDOs</p> <p>Gender & Equity Guidelines and Scoring Cards Dissemination to TPC dated 16th June 2017 during KDLG Planning meeting.</p> <p>Report dated 20th to 21st March 2017 on Mentoring of CDOs in Gender Equity and Equality Certificates in Ndaiga and Kyakabadiima Sub Counties, there are 19 Sub counties in the District only 5 have so far been addressed,</p> <p>Gender Analysis Report 3rd April 2017</p> <p>Gender Disaggregated data for KDLG 3rd April 2017</p>
		<ul style="list-style-type: none"> • Evidence that gender focal point has planned activities for current FY to strengthen women's roles and that more than 90% of previous year's budget for gender activities has been implemented: score 2. 	2	<p>Community Development Current AWP Budget for Gender 5,000,000 UGX. Performance of the previous Budget stood at 134% (Total expenditures from vouchers worth 6,735,000 UGX)/Budget of 5,000,000 UGX from Local Revenue No independent Grant for Gender Only Local Revenue, No Transportation to support gender activities is frustrating No IEC materials, Dissemination on IPF guidelines to HOD. YLP program orientation side-lines key HOD that makes implementation difficult.</p>
26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 2 	2	<p>KDLG/DCCMin.40/12/2016/ (7) Construction 4 stance Lined VIP latrine with Urion at Kyaterekera Market under water department; See ESMP Report dated 17th April 2017.</p> <p>Kaga613/Wrks/2016/17/00005: Drilling of 8 Boreholes in KDLG, Amount 151,653,600 UGX SRI BALAJI Industries (E.A) LTD, ESMP Screening Report dated 24th April 2017</p>

	<ul style="list-style-type: none"> • Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1 	0	Bills not dully supported with environmental mitigation measures
	<ul style="list-style-type: none"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	0	True the land in Kagadi is a land among the lost counties and it was reverted back to Bunyoro Kingdom as such it Belongs to the King of Bunyoro, however some community Agreements were seen as indicated in the report. Evidence that KDLG has ownership of land where projects are carried out are in Community Land Agreement : Kitumba 'B' LCI Kyaterekera Parish, Kyaterekera Sub County Kagadi District: Dated 4th September 2017. For better sustainability and ownership there need for MOU with Kingdom.
	<ul style="list-style-type: none"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer: score 2 	2	Kaga613/Wrks/2016/17/00005: Drilling of 8 Boreholes in KDLG, Amount 151,653,600 UGX SRI BALAJI Industries (E.A) LTD, ESMP Screening and certificate forms dated 27th June 2017 KDLG/DCC Min.40/12/2016/ (7) Construction of 4 stance Lined VIP latrine with Urion at Kyaterekera Market under water department; See ESMP Report dated 26th June 2017



LGPA 2017/18

Educational Performance Measures

Kagadi District

(Vote Code: 613)

Score 62/100 (62%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human Resource Management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 	4	<ul style="list-style-type: none"> From the performance contract 2017/18, the LG budgeted for 1220 teachers for 136 schools. This gives average of 9 teachers per school. Example from sampled schools; Bp Rwakaikara P/S has 13, Kagadi P/S - 16, Mambugu - 9, and Muhorro P/S has 14 teachers.
		<ul style="list-style-type: none"> Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4 	4	<ul style="list-style-type: none"> The staff lists from the DEO Office deployment file indicate a head teacher and at least 7 teachers deployed per school. Every school out of 136 schools in the LG has a head teacher, by appointment or assignment as evidenced on DEO's schools deployment lists. Example from sampled schools; Bp Rwakaikara P/S has 13, Kagadi P/S - 16, Mambugu - 9, and Muhorro P/S has 14 teachers.

2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> If 100% score 6 If 80 - 99% score 3 If below 80% score 0 	0	<ul style="list-style-type: none"> Basing on primary teacher's recruitment data 2017/2018, the approved staff structure indicates 1863 teachers, but currently filled 1075. $1075/1863 * 100 = 58\%$
3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	0	<ul style="list-style-type: none"> Basing on the staff recruitment plan 2017/2018, two positions of inspector of schools filled out of the 3 approved posts.
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	<ul style="list-style-type: none"> The recruitment plan submitted to HR indicate 761 teachers to be recruited to met the approved target.
		<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of School Inspectors: score 2</p>	2	<ul style="list-style-type: none"> The recruitment plan indicates one inspector missing as indicated in the performance contract (recruitment plan annex) 2017/2018.

5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3</p>	3	<p>The District has 2 school inspectors (District Inspector of Schools and Inspector of schools). Both have their appraisals for 2016/17 filled, endorsed by their supervisors (Ag. DEO and CAO) and on their files i.e. 100%.</p>
		<p>Evidence that the LG Education department appraised head teachers during the previous FY. • 90% - 100%: score 3 • 70% - 89%: score 2 • Below 70%: score 0</p>	3	<p>All the 7 sampled head teachers had their appraisals (performance agreements and reports) completed and endorsed by their supervisors (Sub-County Chief and DEO) i.e. 100%.</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>	<ul style="list-style-type: none"> • 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 	1	<p>School feeding program in education institutions dated 15/5/17, signed by MOES.</p> <ul style="list-style-type: none"> • Focus on school inspection FY. 2917/18, dated 19/7/2017, signed by director DES. • Policy on Corporal Punishment; August 2015: Circular no. 2/2015: Ban on all Acts of Violence Against Children in schools, Institutions and Colleges. • NIRA, 21/5/2017: Stakeholders Sensitisation workshop on Registration
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		<ul style="list-style-type: none"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level, including on school feeding: score 2 	2	<p>The District has a communication strategy, where all head teachers meet with DEO every month and circulars and guideline are passed on verbally and in hard copy;</p> <ul style="list-style-type: none"> • School feeding program in education institutions from MOES was disseminated, dated 15/5/17. • Focus on school inspection FY. 2917/18, dated on 19/7/2017, signed by director DES. • Policy on Corporal Punishment; August 2015: Circular no. 2/2015: Ban on all Acts of Violence Against Children in schools, Institutions and Colleges. • NIRA, 21/5/2017: Stakeholders Sensitisation workshop on Registration.
7	<p>The LG Education Department has effectively inspected all private and public primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all private and public primary schools have been inspected at least once per term and reports produced: o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59% score 1 o Below 50% score 0. 	0	<ul style="list-style-type: none"> • 1st Quarter, 47 schools inspected. • 2nd Quarter, 54 schools inspected. • 3rd Quater, 81 schools inspected. • 4th Quarter, 80 schools inspected. • From all quarters the average is 66 schools out of 136 schools, $(66/136)*100=49\%$

8	<p>LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	4	<ul style="list-style-type: none"> DEOs department meeting, discussed inspection report Min KD/EDUC/05/24, May 17, over the head teacher who had abandoned a school: New head teacher was deployed. Report about incompetent teacher; January 30th 2017; Min. KD/educ/01/17. Teacher transferred.
		<ul style="list-style-type: none"> Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	2	<ul style="list-style-type: none"> Basing on the DES matrix for submission of workplans, reports and accountabilities for FY 2016/17, Kagadi DLG submitted all inspection reports
		<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up: score 4 	4	<ul style="list-style-type: none"> Min. KD/EDUC/01/ 2017. Report on incompetent teachers. Follow up, Min/KD/EDUC/24 May, 2017. A head teacher abandoned the school, and a new one was transferred to the post.
9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data: o List of schools which are consistent with both EMIS reports and OBT: score 5 	5	<p>The list of schools in the performance contract annex is consistent with the EMIS statistical data forms of 136 government schools.</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	0	<ul style="list-style-type: none"> • Enrolment as in performance contract is 60,805, compared to 60819 from EMIS data in DEOs office. • The figures differ and therefore not consistent.
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Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc...during the previous FY: score 2 	2	<p>Health and Education Committee sat 10/10/2016, 23/11/2016, 13/03/2017, 9/5/2017 and discussed among others 3 year academic performance strategic improvement plan, reports, affirmative action for recruitment of teachers for far to reach S/Cs of Ndaiga, Kyaterekera, Kabamba, functionality of SMCs, retention of pupils and teachers etc.</p>
		<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	2	<p>Presented approval of 3 year academic performance strategic improvement plan 2016-18, also relocation of construction of 2 classroom blocks and toilet at Sese P/S from Busunguwa worth 71million in council meeting of 31/5/2017.</p>

11	<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO)</p> <ul style="list-style-type: none"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80% schools: score 0 	3	<ul style="list-style-type: none"> • All schools have SMCs especially government aided ones. • The functionality varies from school to another. To some schools Meetings happen when challenges occur or during planning and budgeting. • Based on the four schools sampled, were able to meet three times, once in each term, but some reports were not submitted to DEOs office.
12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3 	3	<ul style="list-style-type: none"> • Kagadi LG receives UPE capitation grants and publicised as seen on notice boards pinned .

Assessment area: Procurement and contract management

13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	4	<ul style="list-style-type: none"> • LG Procurement requisition form LG pp Form 1 R65(1) ; Procurement of 36 classroom Desks, signed by Education office on 01/09/2016 and by CAO on 24/09/2016 • Education and Sports Sector AWP for FY 2016/2017, Item (D) Procurement of Classroom Furniture (36 desks per site for; Kyomukama, Mutunguru Parents and St Paul Nyamigisa)
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14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<p>Payments were initiated and made timely.</p> <p>1) Construction of 2 Classrooms, Office & Store at Mutunguru P7 School, Mabaale S/C by Sasali Contractors Co.Ltd. Worth 66,385,048.</p> <p>Contract date: Certificate No 1: 7/3/2017 Date of payment: 9/3/2017 Voucher No. 13/3/2017</p> <p>2) Construction of 2 Classrooms, Office & Store at St. Paul Nyamisiga P7 School Muhorro S/C by Karukana Enterprises Ltd worth 68,400,000</p> <p>Contract date: 20/12/2016 Certificate No 1: 7/3/2017 Date of payment: 9/3/2017 Voucher No. 14/3/2017</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"> 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 	4	<p>Q1 4/11/2016, Q2 14/2/2017, Q3 12/5/2017 and Q4 31/7/2017 sent electronically via OBT for consolidation before mid-July.</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"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points o If all queries are not responded to score 0 	0	<p>Advances are not accounted for within the 30 days as par LGFAR 2007 Sec 43(2) & (3) as in appendix 28 of Internal audit Report Q4.</p> <p>PAC have not sat to review quarter4 report</p>
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Assessment area: Social and environmental safeguards

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc...: Score 2 	2	<ul style="list-style-type: none"> • The Female Head Teachers, Deputy Head Teachers and Senior Women Teachers Meeting with SEO and Inspectors on; Female head teachers and Senior woman teachers meeting with SEO and inspectors; Monday 10th, June 2017; • Minute no.KD/EDUC/05/10/17; Duties of senior Women teachers listed. • Minute no. KD/ EDUC/07/10/17; Role of Senior woman teacher to help girls Manage Menstrual Cycle.
		<ul style="list-style-type: none"> • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	2	<ul style="list-style-type: none"> • Min. KD/ EDUC/07/10/17; Managing Menstrual Cycle.

		<ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	1	<ul style="list-style-type: none"> • By policy is out of 6 members on the founding Body, two of them must be female. • The gender composition from five sampled schools; Bp Rwakaikara, Kagadi, Mambugu, Muhorro muslim and Kagadi quality primary schools is 3, 5, 3, 2, 3. Respectively.
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 3: 	0	<ul style="list-style-type: none"> • Did not see any circular or guidelines supporting Environment. • Head teachers claimed that environment is a crosscutting issue, that is always spoken about whenever teachers meeting. • However schools compounds visited, Tree shades, green grass planted implying environmental concerns are implemented unconsciously.



LGPA 2017/18

Health Performance Measures

Kagadi District

(Vote Code: 613)

Score 75/100 (75%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human resource planning and management				
1	<p>LG has substantively recruited primary health workers with a wage bill provision from PHC wage</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health workers with a wage bill provision from PHC wage for the current FY • More than 80% filled: score 6 points, • 60 – 80% - score 3 • Less than 60% filled: score 0</p>	6	<ul style="list-style-type: none"> The LG performance contract and recruitment plan have 21 vacancies for the health department for the current FY. An advert was placed on 29th Dec 2017 and the district has not recruited as yet. The closing date for receiving applications is 19th Jan 2018
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"> The 21 vacancies in the health sector have been included in the LG performance contract for 2017/18 and the recruitment plan prepared on 6th July 2017 and submitted Ministry of Finance Planning and Economic Development on 31st July 2017
3	<p>The LG Health department has ensured that performance appraisal for health facility in charge is conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the health facility in-charge have been appraised during the previous FY: o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0</p>	0	<p>The District has one (1) hospital and no HCIVs. By the time of assessment, the personal file for the Ag. Medical superintendent (In charge) could not be traced i.e. 0% appraisal done.</p>

4	<p>The Local Government Health department has equitably deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers equitably, in line with the lists submitted with the budget for the current FY: score 4 	4	<ul style="list-style-type: none"> • A review of the staffing list and sampled health centres show that the staff are deployed in the health centres. All health centres have at least qualified workers posted. • The staff list is dated 15th March 2017
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Assessment area: Monitoring and Supervision

5	<p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	3	<p>The guidelines seen at DHOs office are on Immunization practice; Uganda Clinical Guidelines; Infection prevention guidelines and guidelines on the use of oxytocin; Uganda Public health service protocols; Home and environment improvement campaign guidelines. There are distribution lists signed by health facility in charges dated 15th June 2017; 19th Sept 2017; and 4th Dec 2017</p> <p>The guidelines were received by the health facilities visited.</p>
		<ul style="list-style-type: none"> • Evidence that the DHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	3	<ul style="list-style-type: none"> • The regional performance review meeting dated 9th Aug 2017 the DHO communicated the guidelines

6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3</p>	3	<ul style="list-style-type: none"> • There is one HCIV and one Health sub district (Buyaga West) and one district hospital (Kagadi Hospital) • supervision report dated 9th Aug 2017
		<p>Evidence that DHT has supervised lower level health facilities within the previous FY: • If 100% supervised: score 3 points • 80 - 99% of the health facilities: score 2 • 60 - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0</p>	3	<ul style="list-style-type: none"> • Support supervision reports of 20th July 2016; 16th Dec 2016; and 20th Dec 2016 • This is confirmed with the support supervision log books seen at the sampled health facilities
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>	2	<ul style="list-style-type: none"> • The Buyaga West HSD is at the hospital and the community health department has challenges of funding, transport and staffing hence limited support supervision by the HSD <p>The review of the Support supervision reports by HSD shows that due to the challenges above only 66% of the health facilities were effectively supervised.</p>

8	<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4 • Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	4	<ul style="list-style-type: none"> o DHT minutes of 10th Nov 2017 shows recommendations on staffing, infrastructure improvements in Kabamba HC and Kyakabadime Out patient department; and the need for improvements in HMIS reporting • Health facility records in the supervision log books show evidence of follow up actions in Muhorro and Bwikara HCs. The dates of follow up visits were on 5th July 2016; 29th sept 2016; 10th Feb 2017 in Bwikara HC Issues followed up include supplies from NMS,town council to build new structures in Muhorro HC; and improvements in latrine coverage and sanitation in the communities
9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> o List of health facilities which are consistent with both HMIS reports and OBT: score 10 	10	<ul style="list-style-type: none"> • The list of 23 Health facilities are consistent in both HMIS reports and OBT as verified in the LG performance contract
Assessment area: Governance, oversight, transparency and accountability				

10	<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	2	<p>Health and Education Committee sat 10/10/2016, 23/11/2016, 13/03/2017, 9/5/2017 and discussed among others work plans, budgets and reports.</p>
	<p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	2	<p>Presented for approval construction of ecosan toilets in Ndaiga S/C 31/5/2017. Also extension of outreaches of HIV/AIDS services to reduce congestion from main hospital.</p>
11	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 5 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> If 100% of randomly sampled facilities: score 5 If 80-99% : score 3 If 70-79%: : score 1 If less than 70%: score 0 	3	<ul style="list-style-type: none"> HUMC/Board for Kagadi hospital meets every quarter e.g. 17th May 2017, 8th Aug 2017, 31st Oct 2017; 14th Dec 2017 All the other health facilities have functional HUMC except Kabuga HCIII; Kyabasara HCIII Muhorro HC on 12th July 2017 Mabaale HC 23rd May 2017; 9th March 2017 Rugashali HC 27th Feb 2017; 30th June 2017; Kyaterekera HC 3rd April 2017
12	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 3 	0	<ul style="list-style-type: none"> The LG and health facilities have not publicised the PHC non -wage through notice boards or web site.

Assessment area: Procurement and contract management

13	<p>The LG Health department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 	2	<p>Procurement plan was submitted and received by PDU on 23rd June 2017.</p> <p>The procurement requests were submitted on 8th Aug 2017</p> <p>All the investments in the annual work plan e.g. partial construction of Kabamba HCIII staff house, completion of Kyakabadiima Out patient department and medical supplies are included in the procurement plan</p>
		<p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p>	2	<p>A copy of the PP form seen at the PDU submitted on dated 8th Aug 2017</p>
14	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time: <ul style="list-style-type: none"> 100% - score 8 70-99% – score 4 Below 70% - score 0 	8	<p>The performance contract has a list of 23 health facilities and 2 are missing in the receipts from NMS. These are Muhorro and Kabuga HCs.</p> <p>The procurement plan was submitted to NMS on 12th Jan 2017</p> <p>The health department supported all health facilities to submit the procurement plan to NMS. NMS has not supplied to 2 health facilities above.</p>

15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points 	2	<p>Payments were initiated and made timely. Only one contract for:</p> <p>Completion of Kabamba HC III at Kabamba S/C by Hyjam Investment (U) Ltd worth 38,000,000.</p> <p>Contract date: 24/4/2017</p> <p>Certificate No 1: 27/6/2017</p> <p>Date of payment: 28/6/2017</p> <p>Voucher No. 13/6/2017.</p>
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Assessment area: Financial management and reporting

16	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • 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 	4	<p>Q1 4/11/2016, Q2 14/2/2017, Q3 12/5/2017 and Q4 31/7/2017 sent electronically via OBT for consolidation before mid-July.</p>
17	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> • If sector has no audit query score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points • If all queries are not responded to score 0 	0	<p>Advances are not accounted for within the 30 days as par LGFAR 2007 Sec 43(2) & (3) as in appendix 28 of Internal audit Report Q4.</p> <p>PAC have not sat to review quarter 4 report and response to the queries were not availed</p>

Assessment area: Social and environmental safeguards

18	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2 	2	<p>All HUMC lists show evidence of representation of women e.g. Bwikara HC list of 29th June 2017 and Kyaterekera HC on 3rd April 2017</p> <p>The HUMC guidelines issued by MOH do not specify the minimum number of females in the committee but there should be female gender representation</p>
		<ul style="list-style-type: none"> • Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2 	0	<ul style="list-style-type: none"> • The guidelines are not available at the health facilities visited namely Muhorro HC where there are no separate facilities for men and women
19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<ul style="list-style-type: none"> • Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points. 	0	<p>Guidelines on medical waste management were not found at the health facilities visited namely Muhorro and Bwikara</p>



LGPA 2017/18

Water & Environment Performance Measures

Kagadi District

(Vote Code: 613)

Score 77/100 (77%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: score 10 	0	<ul style="list-style-type: none"> The district's average water coverage is 49% Eight sub-counties are below the district average; viz.: Burora (42%), Bwikara (47%), Kabamba (20%), Kyaterekera (12%), Kiryanga (12%), Mpeefu (10%), Paacwa (12%) and Rugashari (33%) 3 of the 8 sub-counties were not targeted in the FY 2017/18 budget. Nonetheless, the bulk of the planned WSS projects are in the other five low-coverage sub-counties as follows: <ul style="list-style-type: none"> Bwikara: 1 new deep borehole; 1 to be rehabilitated Kabamba: 1 new deep borehole; 1 to be rehabilitated Kyaterekera: Construction of piped WSS Phase I (UGX 200m) Kiryanga: 1 new deep borehole; 1 to be rehabilitated Pacwa: Feasibility study and design of piped WSS including two production wells (UGX 110m)

2	<p>The LG Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY: score 15 	<p>15</p> <ul style="list-style-type: none"> • According to the reviewed quarterly progress reports, all the eight sub-counties with inadequate water coverage were catered for in FY 2016/17 as follows: <ul style="list-style-type: none"> o Burora: 2 new deep boreholes o Bwikara: 1 new deep borehole; 1 deep borehole rehabilitated o Kabamba: 1 deep borehole rehabilitated o Kyaterekera: Feasibility and design of piped WSS (UGX 108m) o Kiryanga: 2 new deep boreholes; 2 deep boreholes rehabilitated o Mpeefu: 1 deep borehole rehabilitated o Pacwa: 1 new deep borehole o Rugashari: 2 new deep boreholes
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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"> • Four major WSS projects under the DWO docket were implemented in FY 2016/17: <ul style="list-style-type: none"> o Siting, drilling and installation of 16 deep boreholes by Sri Baraj (8 No.; UGX 152) and Icon Projects (8 No.; UGX 154m) o Drilling of two production wells to aid feasibility and design of piped WSS in Paacwa sub-county (UGX 61m) o Rehabilitation of 8 deep boreholes by Art Centre Ltd (UGX 28m) o Construction of 4-stance lined VIP at Kyaterekera by Mbasa Investments (UGX 24m) • Water, sanitation and hygiene (WASH) monthly supervision and monitoring reports were reviewed/assessed. It was established all the WSS facilities were monitored periodically in FY 2016/17 as follows: <ul style="list-style-type: none"> o For the boreholes: dated Feb 4, 2017; March 4, 2017; April 4, 2017; May 2, 2017; o 4-stance lined VIP: dated November 5, 2016 and December 4, 2016 o For the production well: January 4, 2017 o 4 out of 4 Projects: 100%
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4	<p>The LG Water department has submitted accurate/consistent reports/data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data for the current FY: <ul style="list-style-type: none"> o List of water facility which are consistent in both sector MIS reports and OBT: score 10 	10	<ul style="list-style-type: none"> • X LG intends to implement the following WSS projects during FY 2017/18: <ul style="list-style-type: none"> o Rehabilitation of 10 boreholes o Drilling and installation of 6 deep boreholes o Feasibility study and design of Pacwa piped WSS o Construction of Kyaterekera piped WSS Phase I • The above list is consistent with MIS records obtained from MoWE
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"> • The DWO submitted procurement requests for all the four projects listed in performance measure 4 on 18 July, 2017 – well beyond the deadline of April 30, 2017 • The PDU records confirm the above • The Assessor learnt Kagadi LG did not have a PDU in its first year of operation as a district (2016/17) • Procurement function was out-sourced to Kyegegwa district until a Procurement Officer was appointed this FY

6

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

- As intimated in Performance Measure 3, regular site visits are conducted for all WSS projects. From records of site meetings (derived from monthly WASH reports) actions raised by both the LG's technical team and beneficiary communities were executed by the contractor

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

2

- As intimated in Performance Measure 3, regular site visits are conducted for all WSS projects. From records of site meetings (derived from monthly WASH reports) actions raised by both the LG's technical team and beneficiary communities were executed by the contractor

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

2

- Visits to sampled WSS facilities entailed engaging beneficiary communities, and it was established the contractor handed over the WSS facilities – and communities were now in charge of daily O&M

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

2

• The Project Manager/DWO prepared practical completion reports and issued interim certificates for the WSS projects. Certified works included:

o Rehabilitation of 10 No. deep boreholes – by Kagadi Hand pump Mechanics Association (June 27, 2017; UGX 40m)

o Survey and drilling supervision of 8 No. deep boreholes – by Water Resource and Environment Consultants (June 29, 2017; UGX 18.9m)

o Drilling of 2 No. production wells – by Sri Baraj (June 29, 2017; UGX 59.7m)

o Feasibility and design of Kyaterekera piped WSS – by Gets Technical Services (June 29, 2017; UGX 33.6m)

o Drilling and installation of 8 No. deep boreholes – by Sri Baraj (June 29, 2017)

o Construction of a 4-stance lined VIP at Kyaterekera – by Mbaso Investments (April 4, 2017; UGX 23.7m)

7	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<p>3</p> <p>Payments were initiated and made timely.</p> <p>1) drilling of 8 Boreholes in various parts of kagadi district by Sir Balaji Industries (EA) Ltd worth 151,653,600</p> <p>Contract date: 24/4/2017</p> <p>Certificate No 1: 29/6/2017</p> <p>Date of payment: 29/6/2017</p> <p>Voucher No. 44/06/2017</p> <p>2) Consultancy Services for Feasibility Study and Design of Piped Water Supply System and Sanitation for Kyanterekera Town Board worth 47,981,750.</p> <p>Contract date: 24/1/2017</p> <p>Certificate No 1: 29/6/2017</p> <p>Date of payment: 29/6/2017</p> <p>Voucher No. 43/6/2017</p>
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Assessment area: Financial management and reporting

8	<p>The LG Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	<p>5</p> <p>Q1 4/11/2016, Q2 14/2/2017, Q3 12/5/2017 and Q4 31/7/2017 sent electronically via OBT for consolidation before mid-July.</p>
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9	<p>LG Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> • 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 the sector has no audit query score 5 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	0	<p>Although a number of audit queries were dropped by PAC / Council resolution Minute No. KD/CL/07/09/2017/18. Mr. Bukenya Robert, The Ag. District Water Officer was instructed to pay back 10,831,000 which he has not paid to date.</p>
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Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	3	<p>Works and technical services committee sat 12/10/2016, 28/11/2016, 12/5/2017, and 13/03/2017 and discussed among others Implementation status reports, construction of water facilities, drilling of boreholes etc Need to broad discussions to include other areas.</p>
		<ul style="list-style-type: none"> • Evidence that the water sector committee has presented issues that require approval to Council: score 3 	3	<p>Presented for approval allocation schedule for drilling of boreholes in 8 sub counties during meeting of 29/03/2017.</p>

11	<p>The LG Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> • The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2 	0	<ul style="list-style-type: none"> • The annual workplan, budget and development grant releases are not displayed at the District notice boards
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• All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2

2

• Projects assessed during fieldwork are labelled with details of name (including village/parish), financial year of construction, contractor and funding source. For the sampled WSS projects, labelling was as follows:

o Borehole #1 – Village: Burora; DWD No: 52974; Date: 26.06.2017; Contractor: Icon Projects

o Borehole #1 – Village: Nyakabale; DWD No: 50271; Date: 21.05.2017; Contractor: Sri Baraj

o Borehole #1 – Village: Kibwera; DWD No: 52976; Date: 28.06.2017; Contractor: Icon Projects

• Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2

0

• At the time of the assessment, the presentation to works and technical services Status Report dated November 28, 2017 was displayed. It had the following procurement updates:

o Rehabilitation of 10 boreholes – procurement completed

o Drilling and installation of 6 deep boreholes – contract awarded

o Feasibility study and design of Pacwa piped WSS – procurement ongoing

o Construction of Kyaterekera piped WSS Phase I – procurement ongoing

• The information is not conclusive as details wrt contractor name and/or sum are missing

12	<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	1	<ul style="list-style-type: none"> • Community requests for water sources to the DWO are on file. The Assessor reviewed successful requests for water sources from the following communities: <ul style="list-style-type: none"> o Kiduma Primary School, June 23, 2017; subject: borehole o Paacwa LCI, September 17, 2017; subject: borehole o Kabuga LCI, September 22, 2017; subject: borehole o Karokarungi LCI, September 14, 2017; subject: borehole o Kibingo Trading Centre, September 10, 2017; subject: borehole
		<ul style="list-style-type: none"> • Number of water supply facilities with WSCs that are functioning evidenced by collection of O&M funds and carrying out preventive maintenance and minor repairs, for the current FY: score 2 	2	<ul style="list-style-type: none"> • Source functionality and management are documented – and disaggregated to the level of LC1 • The info reviewed included collection and utilization of user fees, and whether water source committees (WSCs) conduct regular servicing and repairs of facilities • Average district functionality stands at 68%
Assessment area: Social and environmental safeguards				

13

The LG Water department has devised strategies for environmental conservation and management

Maximum 4 points for this performance measure

• Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2

2

• Environmental screening was conducted for the sampled WSS projects, and Environment and Social Screening Forms (reports) for the same are available – as follows:

o Borehole at Burora, ESSF dated 10.04.2017

o Borehole at Nyakabale, ESSF dated 24.04.2017

o Borehole at Kibwera, ESSF dated 03.04.2017

• Mitigation measures/recommendations included planting trees around water sources; solid waste management and setting up water user committees

<ul style="list-style-type: none"> • Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	1	<ul style="list-style-type: none"> • Environment and Social Mitigation Certification Forms (ESMCs) are utilized to control for non-compliance to mitigation measures outlined above. For the sampled projects, environmental concerns were addressed – and compliance (%) was as follows: <ul style="list-style-type: none"> o Borehole at Burora, ESMC dated 29.06.2017 (75%) o Borehole at Nyakabale, ESMC dated 30.06.2017 (95%) o Borehole at Kibwera, ESMC dated 26.06.2017 (85%) • The 6-month defects liability period will be utilised to make good on the few issues remaining
<ul style="list-style-type: none"> • Evidence that construction and supervision contracts have clause on environmental protection: score 1 	1	<ul style="list-style-type: none"> • BOQs for deep borehole address environmental protection on sites with a provisions such as plating paspalm around the water sources • Contracts for the sampled WSS projects provide for environmental protection

14	<p>The LG Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If at least 50% WSCs are women as per the sector critical requirements: score 3 	3	<ul style="list-style-type: none"> • Software reports provide info on gender composition per WSC • Of the sampled WSS facilities at least half the 7-person committee are women, and they hold key positions including Vice Chairperson, Secretary and/or Treasurer – as per sector requirements
15	<p>Gender- and special-needs sensitive sanitation facilities in public places/RGCs.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	3	<ul style="list-style-type: none"> • The district is only able to provide/budget for one new public sanitation facility per year, and there are not many facilities to assess • The 4-stance lined VIP constructed (in FY 2016/17) at Kyaterekera is sex-separated, and has ample access for PWDs