



LGPA 2017/18

Accountability Requirements

Kalangala District

(Vote Code: 515)

Assessment	Compliant	%
Yes	5	83%
No	1	17%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.	xxx	Seen copy Approved contract Form B received on 26th June, 2016.	Yes
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).	xxxxx	The Budget for FY 2017/18 and the Procurement plan was attached to the Draft Performance Contract submitted on 23rd March 2017	Yes
Assessment area: Reporting: submission of annual and quarterly budget performance reports			
LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)	xxxxx	The Annual Performance Report was submitted to MoFPED on 26th July 2017 under Receipt Sn. 0815	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>Quarterly Reports were submitted as below</p> <p>Quarter 1 - 5th December, 2016 – Sn. 0151 (Late)</p> <p>Quarter 2 - 30th January, 2017 – Sn. 0261</p> <p>Quarter 3 - Sn 0668 of 28th April. 2017</p> <p>Quarter 4 - 26th July 2017 Sn. 0815</p>	<p>No</p>
<p>Assessment area: Audit</p>			
<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p>	<p>xxxxxx</p>	<ul style="list-style-type: none"> The district submitted the status of implementation of audit recommendations to the Internal Auditor General on 24th March, 2017. 	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxxx</p>	<p>According to the Auditor General's report for the FY 2017, the audit opinion on the financial statements of Kalangala District Local Government was unqualified.</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Kalangala District

(Vote Code: 515)

Score 53/100 (53%)

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>	0	<p>The District has never had a Physical Development Plan, while that of the Town Council expired in 2013</p> <p>The District Physical Planning Committee was constituted but has never met.</p> <p>Kalangala Town Council produced minutes for one meeting of 7th March, 2017</p> <p>Not all new investments have approved plans. Physical planning and plan approval is yet to be appreciated by the public</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. • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1. 	0	<p>A review of the Budget Conference Report of 23/10/2016 and the AWP 2017/2018 reveals some level of inconsistency in the beneficiary primary schools for latrine construction, although improvement of hygiene and sanitation is a common objective. Donor contributions towards infrastructure, especially in the education sector, are not mentioned in the budget conference report</p> <p>There is little deliberate reference to the five-year development plan (2015/16 - 2019/20) and as a result, general inconsistency in the capital investments proposed in the budget conference and those in the Annual Work plan. .</p> <p>This inconsistency is partly attributed to the failure to align the donor activities to the five year development plan and apparent parallel planning.</p> <p>No project profiles were prepared for the investments in the AWP.</p>

3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> Annual statistical abstract, with gender disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum 1 point. 	1	<p>The Annual Statistical Abstract 2016 / 2017 was availed at the time of assessment. the abstract presents disaggregated data by gender and there was evidence in the TPC Minutes of 25th October, 2016 - MIN. DTTC 07/10/16 of presentation and discussion by the TPC.</p>
4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	0	<p>Not all infrastructure projects, especially in the Education sector, were derived from the annual work plan and budget approved by the LG. Council. This was mainly attributed to failure to include all donor projects in the annual work plans.</p>
		<ul style="list-style-type: none"> Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	2	<p>Out of 46 projects sampled in the roads and education sectors, 2 projects (4.3%) were not completed by the end the FY.</p>
5	<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects and assets during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<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 	0	<p>Not all projects were completed within approved budget as evidenced in the rehabilitation of classrooms in Busanga Ps 118.9% and Kagulube Ps 117%</p>
		<ul style="list-style-type: none"> Evidence that the LG has budgeted and spent at least 80% of O&M budget for infrastructure in the previous FY: score 2 	2	<p>All O&M budgets were spent on maintenance of school infrastructure and roads in the 2016/17. For example, all realised budget of 298,062,000 for roads was spent on road maintenance.</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>Some HOD were appraised while other were not. Details are as follows:</p> <ul style="list-style-type: none"> Works: Performance Report not signed by CAO so appraisal process incomplete. Natural Resources : Appraisal availed as evidence of appraised Education in office for less than one year so appraisal did not arise. CFO: No evidence of appraisal Health: No evidence of appraisal <p>Production: Appraisal report availed as evidence of appraisal.</p> <p>CBS: Appraisal report availed as evidence of appraisal</p>
		<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	3	<p>According to the approved structure Ref: ARC 135/ 306/1 of 7th June 2017 there 10 departments and all the Heads are substantively appointed. Appointment letters were availed.</p>
7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for recruitment have been considered: score 2 	2	<p>DSC minutes reviewed and from random samples of minutes, submissions for recruitment were considered. Details below:</p> <ul style="list-style-type: none"> Submission dated 4/05 2017 considered under MIN.KAL.DSC 58/May 2017 in a meeting held on 9th 10th 11th and 12th May 2017. Submission dated 10/11/2016 considered under MIN.KAL.DSC/25/NOV/2016 in a meeting held on 10th and 11th Nov 2016. Submission dated 27/10/2016 considered under MIN.KAL.26/NOV/2016

		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	<p>DSC minutes reviewed and from randomly selected minutes, there was evidence that submissions for confirmation of staff were considered. Details below;</p> <ul style="list-style-type: none"> Submission on 27/10/2016 considered under MIN.KAL.DSC/29/NOV/2016 in a meeting held on 10th and 11th Nov 2016, Submission dated 27/10/2016 considered under MIN.KAL.DSC28/2016 in a meeting held on 10th and 11th Nov 2016, and MIN.KAL.DSC.30/NOV/2016.MIN.KAL.DSC/24/NOV/2017. Submission dated 3/05/2017 considered under MIN.KAL.DSC/62/MAY/2017 in a meeting held on 9th 10th 11th and 12th May 2017.
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	<ul style="list-style-type: none"> Submission dated 28/06/2016 considered under MIN.KAL.DSC/16/JUNE/2016 Submission dated 10/11/2016 considered under MIN.KAL.DSC.32/NOV/2016 Submission dated 3/05/2017 considered under MIN.KAL.DSC.61/MAY/2017 and MIN.KALL.DSC62/MAY2017 Submission dated 12/01/2017 considered under MIN.KAL.29/APRIL/2017 Submission dated 18/04/2016 considered under MIN.KAL.DSC/09/APRIL2016 and MIN.KAL.DSC/15/JUNE/2016.
8	Staff recruited and retiring access the salary and pension payroll respectively within two months	<ul style="list-style-type: none"> Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	3	List of recruited staff and pay roll reviewed. List of retired staff and pension payroll availed and reviewed. It was confirmed staff recruited in FY 2016/17 accessed the salary payroll not later than two months
	Maximum 5 points on this Performance Measure.	<ul style="list-style-type: none"> Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	0	List of retired staff and pension payroll availed and reviewed. During FY16/17. Two people retired. They are Balironda D.M who retired on 25/07/2016 and has not yet accessed the Pension Payroll. The other one is Bugimbi Edward who retired on September 2016 and accessed the pension payroll in June 2017.
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>According to information from note 2 of the financial statements for FY 2017 and 2016;</p> <table border="1" data-bbox="818 253 1500 347"> <thead> <tr> <th></th> <th>2017</th> <th>2016</th> </tr> </thead> <tbody> <tr> <td>Local revenue</td> <td>344,344,717</td> <td>356,170,561</td> </tr> </tbody> </table> <p>Increase in revenue = 344,344,717 -356,170,561 = -11,825,844</p> <p>% increase = -11,825,844/356,170,561 X 100 = -3.32%.</p>		2017	2016	Local revenue	344,344,717	356,170,561																														
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Local revenue	344,344,717	356,170,561																																						
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. 	2	<p>Revenue performance for FY2017 obtained from note 2 of the financial statements for FY2017 was as follows;</p> <p>Actual revenue collected 344,344,717</p> <p>Budgeted revenue 344,344,717</p> <p>Revenue performance = 344,344,717 /344,344,717 X 100 =100%</p> <p>This represents un-realisation of 00.00%</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 	2	<p>The district only collects service tax which is remitted to the LLG based on the amount collected from employees of the LLG. For FY2016/17the district collected shs 29,227,175 and remitted a total of Shs. 18,667,251 being 65% as shown below:</p> <table border="1" data-bbox="818 1350 1500 1854"> <thead> <tr> <th>NO</th> <th>LLG</th> <th>VR NO</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Kyamuswa S/C</td> <td>PV-FN00475</td> <td>1,304,875</td> </tr> <tr> <td>2</td> <td>Mugoye S/C</td> <td>PV-FN00473</td> <td>2,751,750</td> </tr> <tr> <td>3</td> <td>Mazinga T/C</td> <td>PV-FN00476</td> <td>899,438</td> </tr> <tr> <td>4</td> <td>Bufumira S/C</td> <td>PV-FN00474</td> <td>1,776,938</td> </tr> <tr> <td></td> <td>Bubeke S/C</td> <td>PV-FN00477</td> <td>1,109,875</td> </tr> <tr> <td></td> <td>Bujjumba T/C</td> <td>PV-FN00472</td> <td>2,271,875</td> </tr> <tr> <td></td> <td>Kalangala T/C</td> <td>PV-FN00498</td> <td>8,552,500</td> </tr> <tr> <td></td> <td>Total</td> <td></td> <td>18,667,251</td> </tr> </tbody> </table>	NO	LLG	VR NO	Amount	1	Kyamuswa S/C	PV-FN00475	1,304,875	2	Mugoye S/C	PV-FN00473	2,751,750	3	Mazinga T/C	PV-FN00476	899,438	4	Bufumira S/C	PV-FN00474	1,776,938		Bubeke S/C	PV-FN00477	1,109,875		Bujjumba T/C	PV-FN00472	2,271,875		Kalangala T/C	PV-FN00498	8,552,500		Total		18,667,251
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		<ul style="list-style-type: none"> Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	2	<p>According to information from financial statements for the FY 2016/2017</p> <p>Council costs were as follows;</p> <table> <tr> <td>Allowances (Travel inland)</td> <td>23,417,500</td> </tr> <tr> <td>Allowances (Standing Committee)</td> <td>9,462,000</td> </tr> <tr> <td>Total</td> <td>32,879,500</td> </tr> </table> <p>Total cost as % of local revenue $32,879,500/344,344,717 \times 100 = 9.54\%$</p> <p>This was less than the 20.00% required by the regulations.</p>	Allowances (Travel inland)	23,417,500	Allowances (Standing Committee)	9,462,000	Total	32,879,500
Allowances (Travel inland)	23,417,500									
Allowances (Standing Committee)	9,462,000									
Total	32,879,500									

Assessment area: Procurement and contract management

12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	2	<p>From the HR records, the following documents were availed at the time of assessment</p> <ul style="list-style-type: none"> Procurement officer: Appointment on probation letter dated 21st January 2009, and Confirmation of Appointment dated 11th January 2011 Senior procurement officer: Appointment on probation dated 6th December 2007, and confirmation of appointment dated 19th January 2011 Assistant procurement officer: Appointment on probation dated 6th December 2007
		<ul style="list-style-type: none"> Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	1	<p>The score is based on the following sampled procurements:</p> <ul style="list-style-type: none"> Supply of Five Motorcycles for Health Department, Ref no Kala515/Supls/2016-2017/00020. The TEC report is dated 30th September 2016 and signed by the Committee members Supply of Double cabin pick-up for Education department, Ref no Kala515/Supls/2016-2017/00010. The TEC report is dated 24th August 2016 and signed by the Committee members Construction of School Kitchen with Store at Buwazi Primary school in Kalangala District Local Government, Ref no. Kala515/Wrks/16-17/00020. TEC Report dated 2/12/2016 is on file and signed by the committee members

		<ul style="list-style-type: none"> • Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	<p>Evidence of adoption of TEC recommendation by Contracts committee is as per the following sampled procurement files:</p> <ul style="list-style-type: none"> • Supply of Five Motorcycles for Health Department, Ref no Kala515/Supls/2016-2017/00020. Adoption of the TEC recommendations by Contracts committee was made during a meeting held on 19th October 2016, Ref no. Kala515/CC/2016-2017/00006, under minute no.9 • Supply of Double cabin pick-up for Education department, Ref no Kala515/Supls/2016-2017/00010. Adoption of the TEC recommendations by Contracts committee was made during a meeting held on 4th September 2016, Ref no. Kala515/CC/2016-2017/00003, under minute no.6 • Construction of School Kitchen with Store at Buwazi Primary school in Kalangala District Local Government, Ref no. Kala515/Wrks/16-17/00020. Adoption of the TEC recommendations by Contracts committee was made during a meeting held on 12th September 2016, Ref no. Kala515/CC/2016-2017/00010, under minute no.14
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 	<p>The procurement plan for the current FY 2017-2018 dated 15/06/2017 (received by PPDA on 19th June 2017) was availed. The major infrastructure/investment activities are lumped in one category and not segregated. However from the departmental procurement plans, the following major activities are planned (not inclusive of force on account projects)</p> <ul style="list-style-type: none"> • Construction of 2 drying racks at Mabigo in Bujumba sub-county (S/No. 3) • Construction of registry for financial documents • Construction of 2 classroom blocks • Construction of staff house(primary) • Construction of 2 latrine blocks • Construction of 5 sports fields • Renovation of 4 classrooms (secondary) • Renovation of 4 staff houses (secondary) • Construction of 3 girls dormitories (secondary) • Construction of 1 boys dormitory block(secondary) • Construction of 1 staff house (secondary) • Installation of 3 water harvesting tanks • Renovation of Kachanga HC II Staff house • Renovation of doctors house at Bukasa HC IV • Renovation of Bukasa Health centre IV theatre

	<p>work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2</p>	<p>2</p>	<ul style="list-style-type: none"> • Renovation of patient waiting sheds in 5 health centres • Construction of Buyange water supply (phased) • Rehabilitation of Kawafu water supply • Construction of semawundo water supply <p>The procurement plan for FY 2016-2017 was availed. Procurements were generally made as planned e.g. procurements for</p> <ul style="list-style-type: none"> • Supply of Double cabin pick-up for Education department, Ref no Kala515/Supls/2016-2017/00010. • Construction of School Kitchen with Store at Bufumbira Primary school in Kalangala District Local Government, Ref no. Kala515/Wrks/16-17/00001 <p>However, amendments were made (ref to amended procurement plan dated 16th August 2016, signed by the CAO, to PPDA; Ref no. CR/164/1) to include construction of dormitories under the education department (Although not categorically stated in the new plan)</p> <ul style="list-style-type: none"> • Construction of Girls dormitory block and washrooms at Bukasa Senior secondary school in Kyamusa sub-county, Ref no. Kala515/Wrks/16-17/00034. • Construction of Girls dormitory block and washrooms Bishop Dustan Senior Secondary school in Kalangala District Local Government Ref no. Kala515/Wrks/16-17/00035. • Construction of Boys dormitory block and washrooms at Sselwanga Lwanga Senior secondary school in Mugoye sub-county, Ref no. Kala515/Wrks/16-17/00036
<p>14</p>	<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>		<p>None of the contract bid documents availed for assessment were ready by the 30th of August as evidenced below:</p> <p>Proposed procurement for the investment/infrastructure in FY 2017-2018 include</p> <ul style="list-style-type: none"> • Construction of 2 drying racks at Mabigo in Bujumba sub-county (S/No. 3) • Construction of registry for financial documents • Construction of 2 classroom blocks • Construction of staff house(primary) • Construction of 2 latrine blocks • Construction of 5 sports fields • Renovation of 4 classrooms (secondary) • Renovation of 4 staff houses (secondary) • Construction of 3 girls dormitories (secondary)

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

0

- Construction of 1 boys dormitory block(secondary)
- Construction of 1 staff house (secondary)
- Installation of 3 water harvesting tanks
- Renovation of Kachanga HC II Staff house
- Renovation of doctors house at Bukasa HC IV
- Renovation of Bukasa Health centre IV theatre
- Renovation of patient waiting sheds in 5 health centres
- Construction of Buyange water supply (phased)
- Rehabilitation of Kawafu water supply
- Construction of semawundo water supply (not clear if the project was done in 2015-16/ 2016-2017 or being carried forward in 2017-2018)

Note: There was ambiguity on the actual procurement to be undertaken by the water department.

Of the above mentioned planned procurements, the following below are underway. It was established that the Requests for Procurement are dated 7/12/2017, Bidding document is dated December 2017 and Published Bid notice (Daily monitor) was on 14th December 2017.

1. Construction of Teachers House at Bubeke primary school in Kalangala district, Ref no. Kala515/Wrks/2017-18/00026.
2. Construction of School Kitchen with Store at Bunyama Primary school in Kalangala District Local Government, Ref no. Kala515/Wrks/2017-18/00033.
3. Construction of School Kitchen with Store at Lwabaswa Primary school in Kalangala District Local Government, Ref no. Kala515/Wrks/2017-18/00034.
4. Construction of School Kitchen with Store at Sserinya Primary school in Kalangala District Local Government, Ref no. Kala515/Wrks/2017-18/00036.
5. Construction of School Kitchen with Store at Bridge of Hope primary school in Kalangala District Local Government, Ref no. Kala515/Wrks/2017-18/00035
6. Construction of Teachers House and Kitchen and Pit latrine at Bishop Dustan Secondary school in Kalangala district, Ref no. Kala515/Wrks/2017-18/00028.
7. Construction of Teachers House at Mulabana Primary school in Kalangala district, Ref no. Kala515/Wrks/2017-18/00025
8. Construction of a school Dormitory at Bumanji Community Polytechnic in Kalangala District. Ref no. Kala515/Wrks/2017-18/00030
9. Construction of Teachers House and Kitchen and Pit latrine at Kachanga Primary school in Kalangala district, Ref no. Kala515/Wrks/2017-18/00029.

		<p>10. Construction of Teachers House at Lake Victoria Primary school in Kalangala district, Ref no. Kala515/Wrks/2017-18/00027.</p> <p>11. Construction of a 5 stance pit latrine with a wash room at Mazinga Primary school in Kalangala District. Ref no. Kala515/Wrks/2017-18/00031</p> <p>12. Construction of a 5 stance pit latrine with a wash room at Kinyamiira Primary school in Kalangala District. Ref no. Kala515/Wrks/2017-18/00032</p> <p>Note: Besides the 12 no. procurements highlighted above, all other proposed procurement have not yet been initiated.</p>
<ul style="list-style-type: none"> • For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	0	<p>The contracts register is available but incomplete/ not updated, as some entries were not yet filled in at the time of the assessment: e.g entries regarding; the contractor, amount, contract date, source of funds, completion period, status etc. for Some of the following procurements were missing</p> <ol style="list-style-type: none"> 1. Construction of 3 classroom block at Bugoma primary school. Ref no Kala515/Wrks/16-17/00002 2. Construction of 1 classroom block with an office at Bwendero Primary school, Ref no Kala515/Wrks/16-17/00003 3. Construction of 1 classroom block with an office at Busanga Primary school, Ref no Kala515/Wrks/16-17/00004 4. Construction of 5 stance latrine with Urinal at Bishop Dunstan SSS Ref no Kala515/Wrks/16-17/00005 5. Rehabilitation of solar water at Kawufu Bubeke, Ref no. Kala515/Wrks/16-17/00024 6. Construction of school kitchen with store at Kinyamira primary school Ref no Kala515/Wrks/16-17/00023 7. Construction of Girls dormitory block and washrooms at Bukasa Senior secondary school in Kyamusa sub-county, Ref no. Kala515/Wrks/16-17/00034. 8. Construction of Boys dormitory block and washrooms at Sselwanga Lwanga Senior secondary school in Mugoye sub-county, Ref no. Kala515/Wrks/16-17/00036 9. Construction of Classroom block for Bridge of Hope primary school in Kalangala District Local Government Ref no. Kala515/Wrks/16-17/00038

		<ul style="list-style-type: none"> For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	<p>Under Open domestic bidding (Ref to bid notice in the daily Monitor dated 28th July 2016 and 6th September 2016) the following procurement were made</p> <ul style="list-style-type: none"> Supply of Five Motorcycles for Health Department, Ref no Kala515/Supls/2016-2017/00020. The cost of the procurement was approx. 75 million Supply of Double cabin pick-up for Education department, Ref no Kala515/Supls/2016-2017/00010. The procurement cost is approx. 147 million Construction of School Kitchen with Store at Busanga Primary school in Kalangala District Local Government, Ref no. Kala515/Wrks/16-17/00051. Contract value is approx. 86 million <p>2 Basing on the Prequalification notice (Ref to bid notice in the daily Monitor dated 28th July 2016), a list of pre-qualified service providers were generated and the following procurements were made under selective bidding</p> <ul style="list-style-type: none"> Construction of a 4-Unit washroom at Kaganda Primary school in Kyamuswa sub-county; Ref no. Kala515/Wrks/16-17/00053. The request for quotation from bidders was made on 8/05/2017. The project value is approx. 21million Renovation of a staff quarters at Kalangala HC IV. Ref no. Kala515/Wrks/16-17/00006. The request for quotation from bidders was made on 9/09/2016. The project value is approx. 26 million
15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>		<p>The procurements for FY 2016-2017 were lumped up in different categories and as such, the number of works projects implemented were not clearly stipulated. The procurement plan shows various works projects in Education, Health, Town council, Sub-counties etc. However at the time of assessment, ONLY the following files were availed for reviewing as the only works projects implemented in FY 2016-2017 (interim or completion certificates)</p> <ol style="list-style-type: none"> Construction of School Kitchen with Store at Busanga Primary school in Kalangala District Local Government, Ref no. Kala515/Wrks/16-17/00051. Note: 30 school kitchens Certificate no. 1 dated 26/09/2017, is stamped and signed by district engineer Construction of School Kitchen with Store at Buwazi Primary school in Kalangala District Local Government, Ref no. Kala515/Wrks/16-17/00020. Certificates no. 1, 2 & 3 dated 8/02/2017, 22/03/2017 & 13/06/2017 are stamped and signed by district engineer Construction of School Kitchen with Store at Bwendero Primary school in Bujumba S/C in Kalangala District Local Government, Ref no. Kala515/Wrks/16-17/00019. Certificates no. 1 & 2 dated 22/02/2017 & 22/03/2017 are

stamped and signed by district engineer

4. Construction of School Kitchen with Store at Kitobo Primary school in Kalangala District Local Government, Ref no. Kala515/Wrks/16-17/00016. Certificate no. 4 dated 15/11/2017 is stamped and signed by district engineer

5. Construction of School Kitchen with Store at Bukasa primary school in Kalangala District Local Government, Ref no. Kala515/Wrks/16-17/00001. Lot 8. Certificate 5 dated 27/04/2017 is stamped and signed by district engineer

6. Construction of School Kitchen with Store at Bufumbira Primary school in Kalangala District Local Government, Ref no. Kala515/Wrks/16-17/00001. Lot 4. Certificates no. 3 & 4 dated 22/03/2017 & 21/06/2017 are stamped and signed by district engineer

7. Construction of School Kitchen with Store at Bbeta Primary school in Kalangala District Local Government, Ref no. Kala515/Wrks/16-17/000021. Certificates no. 3, "3" & 1 dated 26/07/2017 & 22/03/2017 & 24/01/2017 are stamped and signed by district engineer

8. Construction of School Kitchen with Store at Bukasa Secondary school in Kalangala District Local Government, Ref no. Kala515/Wrks/16-17/00001. Lot 13. Certificate no. 2 dated 28/12/2016 is stamped and signed by district engineer

9. Construction of School Kitchen with Store at Kasekulo Primary school in Kalangala District Local Government, Ref no. Kala515/Wrks/16-17/00015. Certificates no.1, 2 &3 dated 22/03/2017, 31/05/2017 & 29/05/2017 are stamped and signed by district engineer

10. Construction of School Kitchen with Store at Bishop Dustan Senior Secondary school in Kalangala District Local Government, Ref no. Kala515/Wrks/16-17/00001, Lot 12. Certificates no. 2,& 3 dated 23/11/2016 & 22/02/2017 are stamped and signed by district engineer

11. Construction of Girls dormitory block and washrooms at Bukasa Senior secondary school in Kyamusa sub-county, Ref no. Kala515/Wrks/16-17/00034. Certificates no. 1, &2dated , 22/11/2017, 19/12/2017 are stamped and signed by district engineer

12. Construction of Girls dormitory block and washrooms Bishop Dustan Senior Secondary school in Kalangala District Local Government Ref no. Kala515/Wrks/16-17/00035. Certificate no. 1 dated 21/09/2017 is stamped and signed by district engineer

13. Construction of Classroom block at Bishop Dustan Senior Secondary school in Kalangala District Local Government Ref no. Kala515/Wrks/16-17/00037. Certificate no. 1 dated 24/10/2017 is stamped and signed by district engineer

14. Construction of Classroom block for Bridge of Hope primary school in Kalangala District Local Government Ref no. Kala515/Wrks/16-17/00038. Certificate no. 1

• 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

dated 27/09/2017 is stamped and signed by district engineer

15. Construction of Teachers staff house, kitchen and Pit-latrine at Busanga Primary school, Ref no. Kala515/Wrks/16-17/00031. Certificate no. 1 dated 25/10/2017 is stamped and signed by district engineer

16. Construction of Boys dormitory block and washrooms at Sselwanga Lwanga Senior secondary school in Mugoye sub-county, Ref no. Kala515/Wrks/16-17/00036. Certificate no. 1 dated 24/10/2017 is stamped and signed by district engineer

17. Construction of staff teachers house, washrooms and Toilets at Bukasa senior secondary school in Kyamuswa sub-county Kalangala district, Ref no. Kala515/Wrks/16-17/00032. . Certificate no. 1&2 dated 21/11/2017 & 22/03/2017 is stamped and signed by district engineer

18. Renovation of classroom block at Busanga Primary school in Mugoye sub-county in Kalangala district, Ref no. Kala515/Wrks/16-17/00048. Certificate no. 1 dated 30/06/2017 is stamped and signed by district engineer

19. Renovation of classroom block with an office at Kasekulo Primary school in Mugoye sub-county in Kalangala district, Ref no. Kala515/Wrks/16-17/00049. Certificate no. 2 dated , 14/09/2017 is stamped and signed by district engineer

20. Renovation of 4 classroom block at Kinyamirra Primary school in Mugoye sub-county in Kalangala district, Ref no. Kala515/Wrks/16-17/00045. Certificate no. 1,2 & 3 dated , 13/01/2017, 4/08/2017, 30/08/2017 are stamped and signed by district engineer

21. Renovation of 4 classroom block at Kibaale Primary school in Mugoye sub-county in Kalangala district, Ref no. Kala515/Wrks/16-17/00044. Certificate no. 1,2 & 3 dated , 7/06/2017, 28/06/2017, 15/08/2017 are stamped and signed by district engineer

22. Renovation of 4 classroom block at Buswa Primary school in Bujumba sub-county in Kalangala district, Ref no. Kala515/Wrks/16-17/00041. Certificate no. 1 dated , 12/06/2017 is stamped and signed by district engineer

23. Renovation of 7 classroom block at Bumangi Primary school in Mugoye sub-county in Kalangala district, Ref no. Kala515/Wrks/16-17/00042. Certificate no. 1 & 2 dated , 7/06/2017 & 9/08/2017 are stamped and signed by district engineer

24. Renovation of 4 classroom block at Lake Victoria Primary school in Mugoye sub-county in Kalangala district, Ref no. Kala515/Wrks/16-17/00047. Certificate no. 1 dated 30/08/2017 is stamped and signed by district engineer

25. Renovation of 3 classroom block with Canteen at Bugoma Primary school in Mugoye sub-county in Kalangala district, Ref no. Kala515/Wrks/16-17/00034. Certificate no. 1 dated 7/02/2017 is stamped and signed by district engineer

				<p>26. Renovation of 3 classroom block at Mulabana Primary school in Bujumab sub-county in Kalangala district, Ref no. Kala515/Wrks/16-17/00024. Certificate no. 1 dated 27/01/2017 is stamped and signed by district engineer</p> <p>27. Construction of a 4-Unit washroom at Kaganda Primary school in Kyamuswa sub-county; Ref no. Kala515/Wrks/16-17/00053. Certificate no. 1 dated 6/17/2017 is stamped and signed by district engineer</p> <p>28. Renovation of a staff quarters at Kalangala HC IV. Ref no. Kala515/Wrks/16-17/00006. Certificate no. 1 dated 15/12/2016 is stamped and signed by district engineer</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	None of the projects planned for this current FY 2017-2018 has commenced yet.
Assessment area: Financial management				
16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	4	<ul style="list-style-type: none"> A review the bank statements for the period February, 2017- January, 2018 confirmed that the district had prepared statements for 12 months to January, 2018 for its account number BK00028 in the names of Kalangala DLG TSA ;

17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<p>• If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2.</p>	0	<p>From a sample of 11 supplier invoices reviewed, three invoices was overdue for more than two months.</p> <table border="1"> <thead> <tr> <th>NO</th> <th>Payee</th> <th>VR NO</th> <th>Amount</th> <th>Invoice date</th> <th>Payment Date</th> <th>Delay</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Kasanafu</td> <td>PV-AD00449</td> <td>12,375,569</td> <td>23/08/16</td> <td>14/06/17</td> <td>295</td> </tr> <tr> <td>2</td> <td>Kasanafu</td> <td>PV-AD00454</td> <td>4,592,840</td> <td>3/05/17</td> <td>14/06/17</td> <td>42</td> </tr> <tr> <td>3</td> <td>Kasanafu</td> <td>PV-AD00453</td> <td>5,677,600</td> <td>26/04/17</td> <td>30/06/17</td> <td>65</td> </tr> <tr> <td>4</td> <td>Kasanafu</td> <td>PV-AD00452</td> <td>8,037,000</td> <td>30/05/17</td> <td>14/06/17</td> <td>14</td> </tr> <tr> <td>5</td> <td>The wave</td> <td>PV-AD001260</td> <td>38,760,000</td> <td>19/04/17</td> <td>22/05/17</td> <td>33</td> </tr> <tr> <td>6</td> <td>Kasanafu</td> <td>PV-AD00899</td> <td>8,394,200</td> <td>23/03/17</td> <td>13/04/17</td> <td>20</td> </tr> <tr> <td>7</td> <td>Waterfront</td> <td>PV-AD00897</td> <td>46,038,668</td> <td>21/02/17</td> <td>13/04/17</td> <td>52</td> </tr> <tr> <td>8</td> <td>Waterfront</td> <td>PV-AD001258</td> <td>63,826,000</td> <td>30/03/16</td> <td>7/04/16</td> <td>7</td> </tr> <tr> <td>9</td> <td>Kasanafu</td> <td>PV-AD008965</td> <td>5,195,380</td> <td>16/02/17</td> <td>25/05/17</td> <td>100</td> </tr> <tr> <td>10</td> <td>Kitete</td> <td>PV-AD00438</td> <td>2,528,600</td> <td>1/03/17</td> <td>15/03/17</td> <td>14</td> </tr> <tr> <td>11</td> <td>Rock</td> <td>PV-AD00639</td> <td>1,050,000</td> <td>23/02/17</td> <td>15/03/17</td> <td>22</td> </tr> </tbody> </table>	NO	Payee	VR NO	Amount	Invoice date	Payment Date	Delay	1	Kasanafu	PV-AD00449	12,375,569	23/08/16	14/06/17	295	2	Kasanafu	PV-AD00454	4,592,840	3/05/17	14/06/17	42	3	Kasanafu	PV-AD00453	5,677,600	26/04/17	30/06/17	65	4	Kasanafu	PV-AD00452	8,037,000	30/05/17	14/06/17	14	5	The wave	PV-AD001260	38,760,000	19/04/17	22/05/17	33	6	Kasanafu	PV-AD00899	8,394,200	23/03/17	13/04/17	20	7	Waterfront	PV-AD00897	46,038,668	21/02/17	13/04/17	52	8	Waterfront	PV-AD001258	63,826,000	30/03/16	7/04/16	7	9	Kasanafu	PV-AD008965	5,195,380	16/02/17	25/05/17	100	10	Kitete	PV-AD00438	2,528,600	1/03/17	15/03/17	14	11	Rock	PV-AD00639	1,050,000	23/02/17	15/03/17	22
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18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>• Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3.</p>	0	<p>• The internal audit department is headed Mutyaba Paul in acting capacity, although there was no letter appointing to that position. According to the appointment letter dated 23rd January, 2013 he was appointed internal auditor of Kalangala District under minute number KAL.DSC 05/Jan/2013. The acting District Internal Auditor prepared all the quarterly reports for FY 2016/17. The reports were produced as follows;</p> <table border="1"> <thead> <tr> <th>• Period</th> <th>Date of signing</th> </tr> </thead> <tbody> <tr> <td>• 1st quarter</td> <td>28th October, 2016</td> </tr> <tr> <td>• 2nd quarter</td> <td>30th January, 2017</td> </tr> <tr> <td>• 3rd quarter</td> <td>7th June,, 2017</td> </tr> <tr> <td>• 4th quarter</td> <td>26th July, 2017</td> </tr> </tbody> </table>	• Period	Date of signing	• 1st quarter	28th October, 2016	• 2nd quarter	30th January, 2017	• 3rd quarter	7th June,, 2017	• 4th quarter	26th July, 2017																																																																										
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		<ul style="list-style-type: none"> Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries: score 2. 	2	According to the DPAC reports dated 8th June 2017, 3rd August and 8th September, 2017 which discussed 1st, 2nd, 3rd and 4th quarter internal audit reports, the Chief administrative Officer had submitted the status of implementation of internal audit findings for discussion.
		<ul style="list-style-type: none"> Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1 	1	The DPAC reviewed internal audit reports on 8th June 2017, 3rd August and 8th September, 2017 and discussed 1st, 2nd 3rd and 4th quarter internal audit reports.
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>The district maintains one asset registers which records ;</p> <ul style="list-style-type: none"> i. Land and buildings ii. Motor vehicle/heavy plants and motor cycles <p>At the time of assessment on 14th February, 2018 the district did not have a register for;</p> <ul style="list-style-type: none"> i. furniture and fittings ii. Computer equipment
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	According to the Auditor General's report for the FY 2017, the audit opinion on the financial statements of Kalangala district Local Government was unqualified.
Assessment area: Governance, oversight, transparency and accountability				

21	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<p>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</p>	2	<ul style="list-style-type: none"> • KDLG Council met five times during FY 2016/17: 31st May, 2017; 30th March 2017; 3rd March 2017; 22nd December, 2016 and on 27th & 30th September, 2016 • Issues discussed included: <ul style="list-style-type: none"> • Min.KDLG/DC/36/09/2016 – Presentation of Reports from Standing Committees • Min KDLG/DC/37/09/2016 – Discussion and Approval of Reports from the Standing Committees (a standard agenda item) • Approval of Mugoye Sub-Count Area Land Committee • Approval of Supplementary Budget • Laying of the District Budget for FY 2017/2017 • Min: KDLG/DC/14/05/2017 – Approval of Income and Expenditure for 2017/2018 Financial Year.
22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2. 	2	<p>Letter designating Information Officer responsibility for responding to issues raised in the media; press briefings and Radio Talk Shows – in place dated 3rd August, 2016</p>
23	<p>The LG shares information with citizens (Transparency)</p>	<p>Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</p>	2	<p>The LG Payroll and Pensioner Schedule were displayed at the public notice board of the District Administration Block/</p>
	<p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the procurement plan and awarded contracts and amounts are published: score 1 	0	<p>The procurement plan for FY 2017/18 was not published, and contract awards for 2017/18 were not yet done by the time of the assessment.</p>
		<ul style="list-style-type: none"> • Evidence that the LG performance assessment results and implications, are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	0	<p>N/A. The Central Government did not conduct the Annual Performance Assessment for LGs in 2016/17</p>

24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p>	<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	No evidence was availed at the time of the assessment.
	<p>Maximum 2 points on this performance measure</p>	<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. 	1	<p>Although there was no evidence presented for barazas, the District was granted free radio program every Thursday from 6.00 pm to 7.00 pm -The program has been in place since 2014</p>

Assessment area: Social and environmental safeguards

25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2. 	2	<p>The score is based on the following evidence availed at the time of assessment:</p> <ol style="list-style-type: none"> 1. Document titled "Mainstreaming Gender in Health department" dated 3/05/2017 (Ref no. /Gender/11/2017), addressed to the DHO from the District Gender Officer (DGO) 2. "RE: Involvement of women in Governance structures in Education department". The document addressed to the District Education officer from the DGO is dated 22/06/2016 (Ref no. CBSD/Gender/2017/8).
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<p>• 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.</p>	<p>2</p>	<p>The following documents were availed for review during the assessment:</p> <ul style="list-style-type: none"> • Document titled " Meaningful Involvement of women in water supply chain system" dated 7/07/2017, addressed to the District Water officer, from the DGFO) • Document titled "Gender Analysis, Strategies and Activities for 2012-2017. Document was not stamped, signed or dated • Training of UWEP Beneficiary Groups, dated 25/05/2017 (but not signed) • "Activity title: UWEP Sub-county Level Training of STC SEC Key local leaders report" dated 21/04/2017 but not signed • Monitoring UWEP Beneficiary Groups report, dated 10th- 12th January 2017 and signed by the SDCO • UWEP Monitoring Report, dated 23rd to 24th March 3017. Document not signed • Gender Mentoring of CDO's Report dated 25th, 27th 28th January 2016 and signed by the senior community development officer/gender <p>The department has planned for the current FY 2017- 2018 that include; Holding Gender issues trainings (2.1 million), Dissemination of Gender IEC Materials (100,000/=) and Holding Gender awareness campaigns to communities (2.8million).</p> <p>A review of the departmental expenditure from the OBT (4th Quarter performance report for 2016/2017) indicated that:</p> <ul style="list-style-type: none"> • Representation of women councils (that includes UWEP funds-Training and operation), non-wage expenditure was 63.2% (47.091million/74.5million) • Gender mainstreaming (non-wage expenditure was 140.5% (404,000/288,000)
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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

For FY 2016-2017, the following procurements were sampled

- Construction of Kitchens: A screening form (no date) and report dated 15th September 2016 and monitoring report dated 19th January 2017, all signed by the district natural resource officer were availed during assessment
- Construction of Classroom block at Bishop Dustan Senior Secondary school in Kalangala District Local Government Ref no. Kala515/Wrks/16-17/00037. No screening report was availed at the time of assessment

However a monitoring report for various construction activities in schools under KIEP project (education department) dated 13/02/2018 (a day prior to the assessment) and signed by the natural resource officer was availed

For the current FY 2017-2018 the following procurements were sampled, and there was no evidence of screening having been done prior

- Construction of Teachers House at Lake Victoria Primary school in Kalangala district, Ref no. Kala515/Wrks/2017-18/00027.
- Construction of a 5 stance pit latrine with a wash room at Mazinga Primary school in Kalangala District. Ref no. Kala515/Wrks/2017-18/00031
- Construction of School Kitchen with Store at Lwabaswa Primary school in Kalangala District Local Government, Ref no. Kala515/Wrks/2017-18/00034.

<ul style="list-style-type: none"> • Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1 	0	<p>For FY 2016-2017, the following procurements were sampled and there was no evidence of inclusion of ESMP in the contract bid documents.</p> <ul style="list-style-type: none"> • Construction of School Kitchen with Store at Busanga Primary school in Kalangala District Local Government, Ref no. Kala515/Wrks/16-17/00051. • Construction of Boys dormitory block and washrooms at Sselwanga Lwanga Senior secondary school in Mugoye sub-county, Ref no. Kala515/Wrks/16-17/00036 <p>For the FY 2017-2018 the following procurements were sampled and there was no evidence of inclusion of ESMP in the contract bid documents</p> <ul style="list-style-type: none"> • Construction of Teachers House at Bukeke primary school in Kalangala district, Ref no. Kala515/Wrks/2017-18/00026. • Construction of a 5 stance pit latrine with a wash room at Kinyamiira Primary school in Kalangala District. Ref no. Kala515/Wrks/2017-18/00032 • Construction of Teachers House and Kitchen and Pit latrine at Kachanga Primary school in Kalangala district, Ref no. Kala515/Wrks/2017-18/00029
<ul style="list-style-type: none"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	0	<p>The following information was obtained from the district Natural resource officer,</p> <ul style="list-style-type: none"> • Some of the schools are located on private mailo land; however no evidence in terms of agreements or titles provided at the time of assessment • The land for Bubeke Sub-county was private mailo land, and was acquired by and is the names of Kalangala district local government. Block 64, Plot 16, Ssesse County, Ssaabagabo sub-county • A certificate of lease tenure for the land on which Kalangala district local government offices are located is available. Date of issue is 21/07/2015, Block Bujumba 52, Plot 115. • The following sub-counties are located on Kabakas land and the land titles have not yet been acquired by the LG <ul style="list-style-type: none"> - Bujumba sub-county is on Kabaka land (no title) - Mugoye sub-county - Mazinga subcounty - Bufumila subcounty - Kyamuswa Sub-county • All the Health centres have no titles currently

	<ul style="list-style-type: none">• Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer: score 2	0	No certificates for completed projects were availed at the time of assessment
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LGPA 2017/18

Educational Performance Measures

Kalangala District

(Vote Code: 515)

Score 67/100 (67%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human Resource Management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 	4	<p>From the budget and staff lists, it was confirmed that at least 1 head teacher and 7 teachers were budgeted for for the FY 2017/2018. Staff lists, payrolls and list of schools were availed and all serving teachers and head-teachers were on the pay roll</p>
2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has filled the structure for primary teachers with a wage bill provision o If 100% score 6 o If 80 - 99% score 3 o If below 80% score 0 	3	<p>A total of 165 teachers were budgeted for for the FY 2017/18. The teachers who were actually available and on the pay roll were 131 (80%). This leaves a gap of 34 teachers (20%). According to the education department, the gap was caused by retirement, death and transfer of services.</p>

3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	0	<p>From the approved structure and the budget, there is a wage bill provision for one Senior inspector of Schools and one Inspectors. The position of Senior Inspector is filled and the incumbent substantive. however, the position of Inspector of Schools are vacant..</p>
4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of Primary Teachers: score 2</p>	2	<p>A recruitment plan work plan was submitted to Ministry of Public Service on 3rd November, 2017 - signed by the Chief Administrative Officer. (Ref:CR/152/3) The number of teachers required for recruitment was 32.</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>	0	<p>No recruitment plan was submitted to HRM for the position of Inspector of schools for the current FY although the position is approved vide RC 135/306/01 Letter from Public Service of 7th June, 2017</p>

<p>5</p>	<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>Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3</p>	<p>3</p>	<p>There are two established positions in the inspectorate: One position of Senior Inspector and one position of Inspector of Schools. The position of Senior Inspector was substantively filled and the holder was appraised. The one of Inspector is vacant.</p>
	<p>Maximum 6 for this performance measure</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>	<p>0</p>	<p>A list of the 23 government aided schools and appraisal files for the head teachers was availed.</p> <p>Out of the 23 the appraisal status of the undermentioned head teachers is as follows;</p> <ol style="list-style-type: none"> 1. Mulabana P/S: P/Agreement and App reports were signed by DEO. 2. Lwbaswa P/S: P/App for 2016 signed and no App report. 3. Kaganda :P/S no PAg for 2016 and App Report. 4. Buwazi: PAg for 2017 signed PReport not signed by DEO. 5. Bubeke P/S 2017PAg not signed by DEO and no App report. 6. Kasekulo P/S: 2017 PAg. signed and App report signed by DEO. 7. Kinyamira P/S 2016 PAg. and 2016 Report signed by DEO. 8. Lulamba P/S:2016 PAg. signed and 2016 Ap report signed by DEO. <p>3 out of 8 head teachers were fully appraised. The % is 37.5</p>

Assessment area: Monitoring and Inspection

<p>6</p>	<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>	<p>0</p>	<p>The circulars available in the Education Department included the following;</p> <ul style="list-style-type: none"> • Mass Registration of Learners in all Primary and Secondary schools, and post primary institutions in Uganda- 29th May 2017. Circular No.1 OF 2017 • Unlicensed /Unregistered Schools dated 22nd/ Sept/2017. No. DES/50/14. <p>Involvement of Women in Governance Structures in the Education Department :Circular CBSD/Gender/2017/8 – of 22.06.2016</p> <ul style="list-style-type: none"> • Activity Report for Specific Gender Reproductive Health and Sanitation, 18th October, 2016 <p>The following important circulars were missing both at the education department and in the sampled schools.</p> <ul style="list-style-type: none"> • Focus on school inspection FY 2017/18. NO. DES/14/17 • Teacher Support Supervision No: ADM/203/255/01 • School Feeding Program in Education Institutions. NO: MES/MIN25 <p>Of the 4 schools selected (3 government and 1 private), only one school (government aided) had circulars from the Ministry of Education. However, schools had local circulars issued by the district education department.</p> <p>Communication of information in guidelines was through head teacher meetings at beginning and end of the term.</p> <p>The schools selected included:</p>
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		<ul style="list-style-type: none"> • Bumangi P/S (government aided) • Kibanga P/S (government aided) • Kinyamira P/S (government aided) • Bridge of Hope P/S (Private)
<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 education department had held meetings with head teachers : E.g. Meeting was held on 21/09/2017 in Centre Coordinating Resource Center. MIN: 3/HTR/09/17: Indicates Communication from DEO. He talked about need for maintaining Education standards</p> <p>Another meeting was held on 10/08/2017: MIN/IV/HT/207: Indicates report from DIS and he emphasized need to adhere to government education policies.</p>

7	<p>The LG Education Department has effectively inspected all private and public primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all private and public primary schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59% score 1 o Below 50% score 0. 	12	<p>The education department had a set of inspections forms for all the 26 schools (23 government aided and 3 private), from which information was got to feed the quarterly reports. The inspection reports were in a format issued by Ministry of Education and Sports for 2016/17</p> <p>All the 4 sampled schools (3 government aided and 1 private), had copies of inspection reports issued by the inspector of schools. From the sample, It can be deduced that 100% of the schools had been inspected at least once during FY 2016/17</p>
8	<p>LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	4	<p>There was evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY. For example, a file containing minutes of meetings for discussion of school inspection reports was availed in the education department.</p>

		<ul style="list-style-type: none"> Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	2	<p>From DES records, inspection reports were not submitted for the financial year 2016/2017.</p> <p>However, the department had Acknowledgement receipts for submission from the regional office:</p> <p>Quarter 1: 20th November, 2017</p> <p>Quarter 2: 3rd October, 2017</p> <p>Quarter 3: 3rd October, 2017</p> <p>Quarter 4: 3rd October, 2017</p> <p>Receipts from the Regional DES were availed for the assessment.</p>
		<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up: score 4 	4	<p>There was evidence that the inspection recommendations are followed-up. For example, all four sampled schools had follow up reports from the District Inspector of Schools. Other follow up inspection reports found in the selected schools were given by CCTs.</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>	<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 number of government aided primary schools given by EMIS and OBT data is consistent with that in the education department for both government aided schools (23) and private licenced schools (3)</p>
	<p>Maximum 10 for this performance measure</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>	5	<p>DEO provided enrolment data for government schools for FY 2016/2017 as being 5001.</p> <p>Enrolment data for private schools was 664. This data was consistent with EMIS data</p>
<p>Assessment area: Governance, oversight, transparency and accountability</p>				

<p>10</p>	<p>The LG committee responsible for education 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 education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc...during the previous FY: score 2 	<p>2</p>	<p>Council Committee for Social Services responsible for Education and Health met four times during FY 2016/17 and at all four meetings (27th and 28th September; 20th – 21st December, 2016; 1st March, 2017; 29th -30th May, 2017 – no minutes in place but reports documenting the resolutions of the Committee to Council.</p>
	<p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	<p>2</p>	<ul style="list-style-type: none"> • Presentation and Approval of Reports is a standard item on Council Agenda for four meetings. • KDLG Council met five times during FY 2016/17: 31st May, 2017; 30th March 2017; 3rd March 2017; 22nd December, 2016 and on 27th &30th September, 2016 • Issues discussed included: <ul style="list-style-type: none"> • Min.KDLG/DC/36/09/2016 – Presentation of Reports from Standing Committees • Min KDLG/DC/37/09/2016 – Discussion and Approval of Reports from the Standing Committees (a standard agenda item) • Approval of Mugoye Sub-Count Area Land Committee • Approval of Supplementary Budget • Laying of the District Budget for FY 2017/2017 • Min: KDLG/DC/14/05/2017 – Approval of Income and Expenditure for 2017/2018 Financial Year.

11	<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO) • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80% schools: score 0</p>	3	<p>List of SMCs of all schools (23 government aided and 3 private) were availed in the education department. From the 4 sampled schools, (3 government aided and 1 private) only the government aided schools availed the minutes of SMCs. Government aided schools (23/26 = 88.5%)</p>
12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<p>• Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3</p>	3	<p>All schools receiving non-wage recurrent grants were listed on notice boards by the time of this assessment.</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>	<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>	4	<p>The procurement plan dated 29/03/2016 submitted to the PDU for all items to be procured for the education department.</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"> Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points 	0	<p>From a review of 13 payments it was established that the shortest time it took to initiate payment was one day and the longest was 56 days as shown below:</p> <p>NO Payee VR NO Amount Invoice date Recommendation delay</p> <p>1 Mwema PV-ED00704 1,770,149 7/03/17 3/05/17 56</p> <p>2 Mwema PV-AD00385 4,508,177 23/10/16 27/10/16 4</p> <p>3 Mwema PV-ADV00282 10,027,722 8/06/16 8/06/16 0</p> <p>4 Concite PV-10024 13,412,860 18/10/16 25/10/16 7</p> <p>5 Hippo Con PV-ADV00328 13,222,678 1/06/16 15/06/17 14</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 	0	<p>In the absence of a record in the Planner's office, it was not possible to ascertain timeliness.</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 	2	<p>According to the internal audit reports for four quarters of FY 2016/17, the department had the following audit queries:</p> <p>Internal Audit findings on the sector</p> <table border="1"> <tr> <td>Quarter 1</td> <td>Quarter 2</td> <td>Quarter 3</td> <td>Quarter 4</td> </tr> <tr> <td>1</td> <td>0</td> <td>1</td> <td>0</td> </tr> </table> <p>No. of queries :</p> <p>The department had 8 audit queries in the year which were responded to but some were not acted on.</p>	Quarter 1	Quarter 2	Quarter 3	Quarter 4	1	0	1	0
Quarter 1	Quarter 2	Quarter 3	Quarter 4									
1	0	1	0									

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	<p>There was evidence of consultation with the gender focal person regarding guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc...: E.g a circular for involvement of Women in Governance Structures in the Education Department was availed :Circular CBSD/Gender/2017/8 – of 22.06.2016</p> <p>Activity Report for Specific Gender Reproductive Health and Sanitation for 18th October, 2016 was availed</p>
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<ul style="list-style-type: none"> • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	2	<p>There was 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 . For example, Activity Report for Specific Gender Reproductive Health and Sanitation for 18th October, 2016 was availed</p>
<ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	1	<p>from list of SMCs from the 4 sampled schools the 3 (all government aided) had functional SMCs and with both male and female representatives. In the 3 schools where SMCs were functional, the average composition membership for female was 5 out of the total of 12.</p> <p>The schools sampled included;</p> <ul style="list-style-type: none"> • Bumangi P/S (government aided) • Kibanga P/S (government aided) • Kinyamira P/S (government aided) • Bridge of Hope P/S (Private)

18	<p>LG Education department has ensured that guidelines on environmental management are disseminated</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none">• Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 3:	0	<p>There was evidence of distribution of tree seedlings to schools but no evidence of issuing of guidelines and circulars</p>
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LGPA 2017/18

Health Performance Measures

Kalangala District

(Vote Code: 515)

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	<p>The level of staffing is 82% and almost all positions of staff are filled except at the district where some staff are in acting capacity. The support staff (askaris and porters) need to be recruited as well.</p>
2	<p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p>	4	<p>The recruitment plan for 2017/2018 is available and was submitted to Ministry of Public service through CAOs office on 8th December 2017 in consultation with HRM</p>
3	<p>The LG Health department has ensured that performance appraisal for health facility in charge is conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the health facility in-charge have been appraised during the previous FY: o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0</p>	8	<p>A list of government owned Health Facilities was availed together with appraisal files for Health Unit In charges. Review of the files confirmed all Health Unit in charges were appraised</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	<p>Health workers are equitably distributed to include medical officers, clinical officers, enrolled nurses and midwives as per the MoH staffing norms, 64/84 habitable islands of which 9 have health centres with key staff deployed</p>
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Assessment area: Monitoring and Supervision

5	<p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	3	<p>2016 Clinical guidelines were issued in January 2018 to nine health facilities</p> <p>Malaria prevention guidelines for pregnant mothers were issued in July 2017</p> <p>Injection safety and health care waste management guidelines were issued in September 2017 and TOT held on 12th August 2017</p> <p>Health records book for IEC materials exist and 2017/2018 distribution list to health facilities seen</p>
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		<ul style="list-style-type: none"> • Evidence that the DHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	3	<p>A specific trainer of trainers meeting of three people was held on 12th August 2017 in preparation to disseminate the guidelines on Injection safety and health care waste management on 14th September 2017.</p> <p>A second meeting was held for 9 health facilities and disseminated during support supervision visits to other health facilities. with 16 health facilities to disseminate guidelines on Malaria prevention for pregnant mothers were issued in July 2017</p>
6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3</p>	3	<p>The four quarterly reports FY2016/2017 indicate that HC IVs were supervised at least twice of the four quarters (Bukasa HC IV twice and Kalangala HC IV).</p>
		<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	<p>Support supervision reports for FY 2016/2017 were availed for the four quarters; July to September 2016 (8/16), October to December 2016 (10/16), January to March 2017(16/16) and April to June 2017 (13/16). All 16 health facilities were supervised at least once in a year.</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>	6	<p>The two HSDs have supervised all the health centres within their sub districts</p> <p>Bujumba HSD managed by Kalangala HC IV (6/7). One health centre II became operation in FY2016/2017. Minutes dated 30/08/16, 16/11/16, 13/3/17,21/6/2017,</p> <p>Kyamuswa HSD managed by Bukasa HC IV (7/7)-10th to 20th July 2017, 12th-28th June 2017, 13th to 27th March 2017, 18th to 29th January 2017, 18th to 29th September 2016</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>	<p>• Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4</p>	4	<p>There is evidence that support supervision reports have been discussed and recommendations followed up with actions and responsible persons in the subsequent support supervision visits.</p>
		<p>• Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6</p>	6	<p>Specific activities have been undertaken as per the action plan in each of the support supervision reports. Each report submitted has column on targeted health facilities, number of action points to be assessed and actual actions assessed on progress instance of drug expiries, staff transfers, and safe custody of facility equipment among other documented actions.</p>

9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data regarding: o List of health facilities which are consistent with both HMIS reports and OBT: score 10 	10	<p>The health facilities that receive PHC funds are listed in OBT. These health facilities submit monthly HMIS forms to the district health office (Total 16 health facilities-15 government health facilities and 1 PNFP)</p>
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Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	2	<ul style="list-style-type: none"> • Council Committee for Social Services responsible for Education and Health met four times during FY 2016/17 and at all four meetings (27th and 28th September; 20th – 21st December, 2016; 1st March, 2017; 29th -30th May, 2017 – no minutes in place but reports documenting the resolutions of the Committee to Council are in place.
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• Evidence that the health sector committee has presented issues that require approval to Council: score 2

2

- Presentation and Approval of Reports is a standard item on Council Agenda for four meetings.
- KDLG Council met five times during FY 2016/17: 31st May, 2017; 30th March 2017; 3rd March 2017; 22nd December, 2016 and on 27th & 30th September, 2016
- Issues discussed included:
 - Min.KDLG/DC/36/09/2016 – Presentation of Reports from Standing Committees
 - Min KDLG/DC/37/09/2016 – Discussion and Approval of Reports from the Standing Committees
 - Approval of Supplementary Budget
 - Laying of the District Budget for FY 2017/2017
 - Min: KDLG/DC/14/05/2017 – Approval of Income and Expenditure for 2017/2018 Financial Year.

11	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 5 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> • If 100% of randomly sampled facilities: score 5 • If 80-99% : score 3 • If 70-79%: : score 1 • If less than 70%: score 0 	0	<p>There is no evidence that the HUMC held the four mandatory meetings FY2016/2017 in the available records and health facilities visited;</p> <p>Kalangala HC IV exist for only 15th May 2017, 1st November 2016</p> <p>SIAAP HC II-Committee selected but is not active</p> <p>Mugoye HC III- 26/07/17,30/05/2017 (Committee was formed in May 2017)</p> <p>Bwendero HI III- 29/08/17,29/7/17,</p>
12	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 3 	3	<p>Thirteen government health facilities receiving PHC funds FY 2017/2018 for two separate quarters have been publicised on the notice board</p>
Assessment area: Procurement and contract management				
13	<p>The LG Health department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 	2	<p>Procurement plan for works, services and supplies exist but for a donor supported programme Kalangala Comprehensive Primary Health Care Services Project (KCPHSP). The district has no development funds for health.</p>

		Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2	2	Requests for fuel, stationery and car service and maintenance have been submitted using the PPF form1 in 2017/2018 and signed by DHO and CAO dated 10/01/2018.
14	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time: • 100% - score 8 • 70-99% – score 4 • Below 70% - score 0 	0	<p>The health facilities were supported by the DHT to submit annual medicines procurement plans for FY 2017/2018, however no copy of the procurement plan for 2017/2018 was availed at the time of the assessment..</p> <p>The 2018/2019 procurement plan was forwarded to NMS on 6th February 2018. Health centres IVs (under the Pull system for medicines and HC IIIs and IIs (under the Push system for medicines and supplies)</p>

15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<p>• Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points</p>	0	<ul style="list-style-type: none"> From a review of four payments it was established that it the shortest time it took to initiate/recommend a payment was one day and the longest 10 days as shown below; <p>Payee VR NO Amount Invoice date Recommendation Delay</p> <p>St. Jude PV-H01899 9,668,400 30/06/16 7/07/16 7</p> <p>Walklive PV-HE00197 10,200,866 26/02/16 3/03/16 7</p> <p>Walklive PV-HE00198 12,377,509 26/02/16 3/03/17 7</p> <p>Lads PV-HE01133 21,152,820 22/07/16 2/08/16 10</p> <p>Walklive PV-HE001988 6,568,559 2/03/16 3/03/16 1</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>	<p>• 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</p>	0	<p>There is no record in the Planner's office to ascertain timeliness of submissions</p>
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17	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year • If sector has no audit query score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points • If all queries are not responded to score 0</p>	0	<p>According to the internal audit reports for four quarters of FY 2016/17, the department had the following audit queries:</p> <ul style="list-style-type: none"> Internal Audit findings on the sector <table border="1" data-bbox="1117 492 1484 739"> <thead> <tr> <th>Quarter</th> <th>Quarter 1</th> <th>Quarter 2</th> <th>Quarter 3</th> <th>Quarter 4</th> </tr> </thead> <tbody> <tr> <td>No. of queries :</td> <td>0</td> <td>4</td> <td>0</td> <td>5</td> </tr> </tbody> </table> <p>The department had 9 audit queries in the year which were responded to but some were not acted on.</p>	Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	No. of queries :	0	4	0	5
Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4										
No. of queries :	0	4	0	5										

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>The government health facilities with HUMC generally have gender composition of (33%, 23/70) members for 10 health facilities;</p> <p>Bubeke (1/7), Mugoye (3/7), Kasekulo(1/7), Bumangi (2/7), Dajje (4/7), Lulamba (2/7),, Mazinga (1/7), Bufumira (1/7), Lujjabwa (3/7), Mulaabana (4/7)</p>
		<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2 	0	<p>There is no evidence that guidelines on how to manage sanitation in health facilities were issued</p>

19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<ul style="list-style-type: none">• Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points.	2	<p>The medical waste management guidelines were issued and availed in the three health facilities visited; Kalangala HCIV, Bugoye HC III and SIAPI HC II.</p>
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LGPA 2017/18

Water & Environment Performance Measures

Kalangala District

(Vote Code: 515)

Score 48/100 (48%)

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	<p>From the Uganda Water Atlas of June 2017, three sub-counties, Bufumira (48%), Bujumba (52%), and Mugoye (61%) are below the district average of 62%.</p> <p>Note: Actual safe water coverage data per sub-county was not readily available from the DWO's reports as it was presented graphically.</p> <p>Only two out of three sub-counties have been targeted in FY 2017/18 as established from the AWP for FY 2017/18:</p> <ul style="list-style-type: none"> Bufumira – 4 shallow well rehabilitation (<i>Banda, Bossa, Kaaya, Lulindi</i>) Bujumba – 1 shallow well rehabilitation (<i>Kivunza</i>) <p>Note: Although the AWP for FY 2017/18 indicates a total of 6 shallow well rehabilitations, information from the DWO included a total of 10 shallow well rehabilitations with 4 in Mugoye, 4 in Bufumbira and 2 in Bujumba</p>

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> <p>From the Annual Progress Report for FY 2016/17 (<i>4th Quarter Progress Report submitted 26th July 2017</i>), the planned projects in the sub-counties with coverage below the district average were implemented:</p> <ul style="list-style-type: none"> • Mugoye – 8 shallow well rehabilitation (Mawogola, Kifumbira, Bugoma, Luku, Mutambala, Bungo, Kibanga, Mugoye) • Bufumira - Construction of solar pumped piped water supply at Semawundo • Bujumba - Installation of solar pump motor for Kagoonya solar pumped piped water supply system <p>Actual details of projects especially the locations of the shallow well rehabilitations could not be established from the Annual Progress Report availed. The names of the shallow well rehabilitations were provided by the DWO.</p>
Assessment area: Monitoring and Supervision			

3	<p>The LG Water department carries out monthly monitoring and supervision of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the LG Water department has monitored each of WSS facilities at least annually. • If more than 95% of the WSS facilities monitored: score 15 • 80 - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60 - 69% monitored: score 5 • 50 - 59%: score 3 • Less than 50% of WSS facilities monitored -score 0</p>	15	<p>From the supervision and monitoring reports for the projects implemented in FY 2016/17 reviewed , all facilities (100%) were monitored at least once with details as shown below;</p> <ul style="list-style-type: none"> • Semawundo solar pumped PWS – Reports (<i>dated 27/9/17, 4/11/2016, and 28/02/17</i>) • Kagoonya solar pumped PWS – Report (<i>dated 19/09/17</i>) • Shallow wells- Report (<i>handwritten (dated 12/12/17)</i>) covering Mawogola, Kifumbira, Bugoma, Bungo) • Kawafu PWS – Report (<i>dated 27/03/17</i>) • Namisoke PWS – Report (<i>dated 17/02/17</i>)
4	<p>The LG Water department has submitted accurate/consistent reports/data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data for the current FY: o List of water facility which are consistent in both sector MIS reports and OBT: score 10 	0	<p>List of facilities in the OBT and performance contract for FY 2017/18 includes 1 piped water system (PWS), 1 PWS rehabilitation and 10 water points rehabilitated. This is not consistent with the MIS information obtained from MWE which includes 1 PWS design, 2 PWS constructions and 9 rehabilitations.</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	<p>None of the procurement requests reviewed for the planned projects in FY 2017/18 was submitted on time (<i>by April 30th 2017</i>):</p> <ol style="list-style-type: none"> 1. Procurement of a solar pump and installation for Lujjabwa and Kawufu (<i>submitted 08/11/17</i>) 2. Feasibility study and design of solar system for Kyamuswa (<i>submitted 08/11/17</i>) 3. Construction of solar PWS at Buyange PWS and Rehabilitation of 10 Shallow wells – (<i>submitted 08/11/17</i>)
6	<p>The DWO has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • If the DWO prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	0	<p>Contract management plans were not availed at the time of assessment.</p>
		<ul style="list-style-type: none"> • If water and sanitation facilities constructed as per design(s): score 2 	2	<p>From the field assessment of Mutambala shallow well (<i>rehabilitated in FY 2017/18</i>), construction is as per the designs.</p>
		<ul style="list-style-type: none"> • If contractor handed over all completed WSS facilities: score 2 	0	<p>No handover reports were availed at the time of assessment.</p>
		<ul style="list-style-type: none"> • If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	0	<p>Completion certificates and reports were not availed at the time of assessment.</p>

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>From a review of 6 payments it was established that the shortest time it took to initiate payment was one day and the longest was 87 days as shown below;</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>VR NO</th> <th>Amount</th> <th>Invoice date</th> <th>Recommendation</th> <th>Delay</th> </tr> </thead> <tbody> <tr> <td>1 Waterfront</td> <td>PPV-10497</td> <td>42,300,000</td> <td>18/08/16</td> <td>4/11/16</td> <td>83</td> </tr> <tr> <td>2 Waterfront</td> <td>PPV-11645</td> <td>46,038,668</td> <td>21/02/17</td> <td>28/02/17</td> <td>7</td> </tr> <tr> <td>3 Nkambo</td> <td>PPV-11446</td> <td>12,884,703</td> <td>25/07/16</td> <td>4/10/16</td> <td>70</td> </tr> <tr> <td>4 B. Nkunga</td> <td>PPV-09859</td> <td>8,418,205</td> <td>12/07/16</td> <td>22/09/16</td> <td>71</td> </tr> <tr> <td>5 Kasanafu</td> <td>PPV-10685</td> <td>7,529,400</td> <td>27/09/16</td> <td>23/12/16</td> <td>87</td> </tr> <tr> <td>6 Waterfront</td> <td>PPV-001258</td> <td>63,826,600</td> <td>30/03/16</td> <td>31/03/16</td> <td>1</td> </tr> </tbody> </table>	Payee	VR NO	Amount	Invoice date	Recommendation	Delay	1 Waterfront	PPV-10497	42,300,000	18/08/16	4/11/16	83	2 Waterfront	PPV-11645	46,038,668	21/02/17	28/02/17	7	3 Nkambo	PPV-11446	12,884,703	25/07/16	4/10/16	70	4 B. Nkunga	PPV-09859	8,418,205	12/07/16	22/09/16	71	5 Kasanafu	PPV-10685	7,529,400	27/09/16	23/12/16	87	6 Waterfront	PPV-001258	63,826,600	30/03/16	31/03/16	1
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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>0</p> <p>There is no record in the planner's office to ascertain timeliness of submissions.</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 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 	<p>3</p> <p>According to the internal audit reports for four quarters of FY 2016/17, the department had the following audit queries:</p> <p>Internal Audit findings on the sector</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Quarter 1</th> <th>Quarter 2</th> <th>Quarter 3</th> <th>Quarter 4</th> </tr> </thead> <tbody> <tr> <td>No. of queries :</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1</td> <td>0</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1</td> <td></td> <td>2</td> <td></td> <td></td> </tr> </tbody> </table> <p>The department had four audit queries in the year which were responded to and acted on.</p>	Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	No. of queries :					1	0				1		2		
Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4																			
No. of queries :																							
1	0																						
1		2																					

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 	<p>3</p> <ul style="list-style-type: none"> Water issues are handled by the Standing Committee of Works, Production and Natural Resources. The Committee met four times during FY 2016/17 on 27th & 28th September, 2106; 20th & 21st December; 1st & 2nd March; and 29th & 30th March. No minutes for the meetings but reports with resolutions presented to council for approval availed
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		<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	3	<ul style="list-style-type: none"> No minutes for the meetings but reports with resolutions presented to council for approval availed <p>Discussion and approval of standing committee reports is standing item on full Council agenda.</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	<p>The AWP, budget, releases and expenditures for FY 2017/18 were not displayed on the District's Notice Boards at the time of assessment.</p> <p>The district does not have a website.</p>
		<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	0	<p>Mutambala shallow well (rehabilitated in FY 2017/18), assessed during the filed assessment, was labelled with Project Name, Date of Construction, Source of funding and Contract No. Contractor name was not included.</p>
		<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	0	<p>No information on tenders and contract awards for the FY 2017/18 projects was displayed on the District notice boards at the time of assessment.</p>
12	<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	0	<p>No community application forms/letters for FY 2017/18 were availed at the time of assessment.</p>

		<ul style="list-style-type: none"> • Number of water supply facilities with WSCs that are functioning evidenced by collection of O&M funds and carrying out preventive maintenance and minor repairs, for the current FY: score 2 	0	<p>Review of the Water MIS information (Form 4 and Form 1 Update contained in the 2nd Quarter Progress Report (<i>dated 15/01/2018</i>)) established that majority of the WSCs are functional. However no evidence of collection of O&M fees and payment for minor repairs was available on file at the time of assessment.</p>
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Assessment area: Social and environmental safeguards

13	<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	0	<p>Only one Environmental and Social Screening Form for Semawundo solar pumped PWS (<i>dated 13/7/16</i>) availed, and it did not include mitigation plans.</p>
		<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	<p>Activity Report on Environmental Inspection and Compliance Monitoring of Semawundo solar pumped piped water system (<i>dated 2/9/17</i>) availed.</p>
		<ul style="list-style-type: none"> • Evidence that construction and supervision contracts have clause on environmental protection: score 1 	0	<p>Contract for Construction of a solar powered piped water supply system did not include clause on environmental protection.</p>

14	<p>The LG Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If at least 50% WSCs are women as per the sector critical requirements: score 3 	3	<p>From the lists of WSC composition availed, all the WSCs for the sampled projects have at least 50% women composition:</p> <ul style="list-style-type: none"> • Ssemawundo PWS – 7 women, 2 men • Kaazi-Bugaba – 4 women, 3 men • Banda-Kifumbira – 4 women, 4 men • Buziga – 5 women, 3 men • Kaaya – 7 women, 1 man
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	<p>Sanitation facilities were not budgeted for in FY 2017/18.</p>