



LGPA 2017/18

Accountability Requirements

Kaliro District

(Vote Code: 561)

Assessment	Compliant	%
Yes	2	33%
No	4	67%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	xxx	<p>No, the final annual performance contract for the FY 2017/2018 was not submitted by 30th June according to the required evidence from MoFPED.</p> <p>According to date on the cover letter (Ref CR/104/2), the Final Performance Contract for Kaliro DLG for the FY 2017/2018 was developed on 12 July 2017, and submitted to MoFPED on 14th July 2017 as per the dated stamp from Kaliro and MoFPED respectively.</p> <p>NOTE: The copy of the performance contract viewed was not signed by the PSST. CAO notes that this is because the final copy has not been returned to them after the initial submission.</p>	No
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).</p>	xxxxx	<p>No, there is no evidence that the Procurement Plan was submitted within the Performance Contract/ Budget for the FY 2017/2018.</p> <p>The copy viewed of the Kaliro DLG Final and Draft Performance Contract did not have annexed documents.</p>	No

Assessment area: Reporting: submission of annual and quarterly budget performance reports

<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>xxxxx</p>	<p>No, Kaliro DLG did not submit her annual performance report on 31st July 2017. The report was submitted on 1st August.</p> <p>The Annual performance Report for the period FY 2016/2017 was received by MoFPED on 1st Aug 2017 as per the dated ministry stamp on the cover letter page.</p>	<p>No</p>
<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>No. While the FY 2016/2017 performance report was submitted and included all the four quarters, the quarter 4 report was submitted late after 31 July.</p> <p>Refer to Quarter 1 Report submitted on 28th Nov 2016 as per the MoFPED dated stamp on the cover letter page.</p> <p>Refer to Quarter 2 Report submitted on 14th Feb 2017 as per the MoFPED dated stamp on the cover letter page.</p> <p>Refer to Quarter 3 Report submitted on 18th July 2017 as per the MoFPED dated stamp on the cover letter page.</p> <p>Refer to Quarter 4 Report submitted on 1st Aug 2017 as per the MoFPED dated stamp on the cover letter page</p>	<p>No</p>

Assessment area: Audit

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p>	<p>xxxxx</p>	<p>The LG responded to all the 30 issues raised in the Internal Auditor General's findings in a response that was received in the Office of the Internal Auditor General on the 21st/03/2017 (Ref. No. CR/265/04)</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxx</p>	<ul style="list-style-type: none"> • The LG received an unqualified audit opinion. This was verified from the District audited financial statement for FY 2016/17 that was obtained at the Office of the Auditor General 	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Kaliro District

(Vote Code: 561)

Score 54/100 (54%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				

1

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

Maximum 4 points for this performance measure.

Evidence that a municipality/district has:
• A functional Physical Planning Committee in place that considers new investments on time:
score 2.

0

No. While the District has a Physical Planning Committee which was set up on 6th Oct 2014 when the 11 members were appointed., it is not functional. For example there is no evidence to indicate that the committee has reviewed building plan applications. The plans discussed within the committee are predominantly land development applications.

Refer to official letter written by the CAO on 6th Oct 2014 to all the 11 appointed office bearers that are legally supposed to form part of the Committee as per the Physical Planning Act 2010. Refer to File titled Appointment of DPPC members. The committee is missing two people namely the physical planner and surveyor in private practise. Efforts have been made to secure competent professionals but these have not been successful to date. Ref to Min No.48/KDPPC/2017 under District Physical Planning Committee meeting held 26th April 2017 where the issue was discussed.

The committee met three times in the FY 2016/2017 as per the minutes below.

Sample One minutes for meeting held 3rd Nov 2016 which was submitted to MoHLUD on 5th Jan 2017.

Sample 2 minutes for meeting held 26th April 2017 which was submitted to MoHLUD on 8th May 2017 as per the dated stamp.

Sample 3 minutes for meeting held 18th May 2017 which was submitted to MoHLUD on 21st July 2017 as per the dated stamp.

NB: They didn't meet all four times due to lack of funding – Refer to the FY 2016/2017 LG performance report Page 142 under Natural Resources – Output on Infrastructure Planning. It was reported that the quarterly committee meetings were not facilitated due inadequate funds) The DLG has a building Plan registration book which was opened on January 2011. For the FY 2016/2017 three building plan applications were submitted.

		<ul style="list-style-type: none"> • All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2. 	2	<p>Yes, there is evidence that all new infrastructures with approved plans were built according with the approved plans according to the inspection reports which are reported on during the committee meetings.</p> <p>The office of the physical planner conducts inspection visits partly to sensitise the community on the need to secure approval for planned developments as well as to ensure compliance.</p>
2	<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p>	<ul style="list-style-type: none"> • Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. 	2	<p>Yes, there is evidence that the priorities in the AWP for the current FY were based on the outcomes of the budget conference for FY 2017/2018.</p> <p>Note: The Budget Conference was held on 4th Nov 2016 as per budget conference report shared. The report included the summary of key issues discussed and agreed upon, annexes of all technical presentations made by each HOD, as well as the program and conference attendance schedule.</p> <p>For example during the Conference, the DEO shared planned projects and the activities agreed upon where documented on Page 3 of the Conference report. Payment of outstanding balance for St. Luliana Namejje P/S is aligned to the planned activities as detailed within AWP for the FY 2017/2018 under the Education Work Plan (Page 40).</p> <p>Similarly during the Conference, the DHO shared planned projects and the activities agreed upon were documented on Page 3 of the Conference report. Construction of a 2 stance pit latrine was planned for at Nawampiyi HC II which is aligned to the planned activities as detailed within AWP for the FY 2017/2018 under the Health Work Plan (Page 39).</p>

• Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If different, justification has to be provided and evidence that it was approved by Council. Score 2.

2

Yes there is evidence that indicates that the capital investments in the Approved Annual Work Plan for FY 2017/2018 were derived from the DDP. A review of the project profiles for capital investment activities in the FY 2017/2018 AWP from page 81 to 118 indicates a linkage with the two documents.

For example a review of Page 88 on project profile for the maintenance of multiplication demo sites under Production can be traced back to Annualised work plan in the DDP under Production on Page 194.

Note: Where changes have been made in the AWP that deviate from the planned activities in the DDP, the proposed activities have been presented to council and approved. Refer to report of Minute extract MIN 6/DEC/KDLG/October 2017 dated 29th Nov 2017. This was derived from the DEC meeting held 31st Oct 2017 where the construction of a 5 stance pit latrine planned for Izinga P/S was reallocated to Kanambatiko P/S whose latrines had been destroyed by a tropical rain storm. The AWP and Budget for the FY 2017/2018 for Kaliro DLG was approved by the District Council at a council meeting held 29th May 2017 under Minute 63/KDLC/MAY/2017 on Page 6. The five year DDP for Kaliro DLG was also approved by the District Council at a council meeting held 29th April 2014 under Minute 58/KDLC/APR/2013/2014 on Page 4.

		<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1. 	1	<p>Yes, there is evidence that profiles for investments in the AWP for the FY 2017/2018 have been developed and discussed in the TPC as per the LG Planning Guidelines.</p> <p>The AWP for the FY 2017/ 2018 contains project profiles for all planned investment activities. Refer to page 81 to 118. Refer to the DTPC meeting held Fri 28th Oct 2016 where all departments and LLG presented and discussed their BFP projections and planned activities for the FY 2017/2018. Refer to annexes of each department and LLG.</p> <p>These submissions included summarized project profiles for planned activities. The agreed positions were then shared in the DTPC meeting held Mon 31st Oct 2016 where the information was used to prepare for the budget conference. Refer to MIN 7/ DTPC/ Oct 2/ 2016.</p>
3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> • Annual statistical abstract, with gender disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum 1 point. 	0	<p>No, there is no evidence that a statistical abstract for FY 2016/2017 was developed and presented to the TPC or that it contains gender disaggregated data.</p>

4

Investment activities in the previous FY were implemented as per AWP.

Maximum 6 points on this performance measure.

• Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2

2

Yes there is evidence that the infrastructural projects implemented by Kaliro DLG in FY 2016/2017 were derived from the Annual Work plan for FY 2016/2017.

For example refer to the FY 2016/2017 LG Quarterly Performance Report under the Cumulative Department Work plan Performance for Administration (Page 84) where the Information Officer reported that a laptop and camera were purchased. A review of the AWP FY 2016/2017 tabular District quarterly plan for Administration (Page 18) indicates that the purchase of a camera and laptop for the information office was planned for.

Also refer to the FY 2016/2017 LG Quarterly Performance Report under the Cumulative Department Work plan Performance for Administration (Page 84) where a laptop was purchased for the procurement office. A review of the AWP FY 2016/2017 tabular District quarterly plan for Administration (Page 19) indicates that the purchase of a camera for the procurement office was planned for.

Refer to the FY 2016/2017 LG Quarterly Performance Report under the Cumulative Department Work plan Performance for Education (Page 131) where a departmental vehicle was purchased for the Education office. A review of the AWP FY 2016/2017 tabular District quarterly plan for Education (Page 31) indicates that the purchase of departmental vehicle was planned for.

Note: The AWP and Budget for the FY 2016/2017 for Kaliro DLG was approved by the District Council at a council meeting held 5th May 2016 under Minute 127/KDLC/MAY/2015/2-16 on Page 4.

		<ul style="list-style-type: none"> • Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	0	<p>No, data indicates that the investment projects implemented in FY 2016/2017 were not completed as per the FY work plan.</p> <p>A review of the Highlights of Revenue and Expenditure for the FY 2016/2017 indicates 76.5% cumulative annual average absorption under the Domestic Development, and Donor Development grant.</p> <p>Refer to pages 6, 8, 10, 12, 15, 17, 19, 21, 23, 25, 27, 29 of the 2016/2017 Annual Performance Report. The main causes of variances in the absorption was the 26% short fall in LG revenue collections and the increased allocations for the UCG nonwage allocation.</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>No, investment projects in the previous FY were not completed within the approved Budget – plus or minus 15%</p> <p>A review of the Annual Performance Report for the FY 2016/2017 under the tabular Highlights of the Revenue and Expenditure of the 11 departments indicates a cumulative absorption rate of 76.5% which is a cumulative variance of 23.5% below the budget for total expenditures under Domestic Development Expenditures and Donor Development Expenditures specifically.</p> <p>To review the data used to calculate the percentage of total expenditure in comparison to the approved Budget, look at the tabular highlights of the Revenue and Expenditure of the 11 departments on 6, 8, 10, 12, 15, 17, 19, 21, 23, 25, 27, 29 of the 2016/2017 Annual Performance Report.</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>Yes, the LG has budgeted and spent at least 80% of the O and M budget on infrastructure.</p> <p>A review of the tabular Cumulative Department Work plan Performance for the FY 2016/2017 indicates that the O and M expenditure for four sampled departmental project activities is at an average of 80%.</p> <p>For example refer to Page 95, under Production and Marketing. Budget under Maintenance Other was utilized by up to 64.1%. Refer to Page 96, under Production and Marketing. Budget under Machinery, Equipment and Furniture was utilized by up to 100%.</p> <p>Again under Production and Marketing, refer to Pages 97, 98, and 100, for the budget under Machinery, Equipment and Furniture was utilized by up to 100%. Refer to Page 156, under Planning Department. The budget for Maintenance of Machinery, Equipment and Furniture was utilized by up to 29.4%.</p>
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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>Evidence on file indicated that only (4) out of (8) HoDs were appraised for FY 2016/17. The annual performance reports (2016/17) for DHO, DEO, Ag.DNRO and Ag.DCDO were on file, signed and stamped. It was noted that the following HoDs were last appraised during FYs: Ag.DPO (2015/16); District Planner (2014/15); Ag.DE (2015/16) and Ag.CFO (2015/16) respectively</p>
		<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	0	<p>There are (10) heads of departments (HoDs) as per the approved structure dated 10/4/17. #4 out of (10) HoD positions are substantively filled and this was confirmed through the review of personnel files (appointment letters). They include: D/CAO, DHO, District Planner and DEO. The other (5) positions are filled with staff in acting capacity including DE, DPO, DNRO, DCDO and CFO. There is no staff in acting capacity for the position of district commercial officer.</p>

<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>In FY2016/17, a total of (148) posts were submitted to DSC for filling by the CAO/TC as per a number of submission lists dated between 18/5/16 and 27/6/17. The review of the KLR DSC minutes revealed that (139) posts were considered out of (148) as evidenced by the following minutes of the 277th, 278th, 281st, 283rd, 284th, 286th, and 287th meetings held between 25/8/16 and 6/4/17 under Min. Nos. KLR/DSC/97-101/16, KLR/DSC/MAR-APR/17, etc. However, it was noted that about (5) submission lists dated from 9/5/16 to 27/6/17 were submitted towards the end of the FY and therefore were not considered in FY 2016/17</p>
	<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	<p>In FY 2016/17, a total of (36) LG staff were recommended for confirmation by the CAO to DSC as per the (19) submission lists dated between 26/7/16 and 21/6/17. The review of the KLR DSC minutes confirmed that all the (36) cases of confirmation were considered. Refer to minutes of the 275th meeting of KLR DSC held on 27/July & 3rd Aug 2016 under Min. KLR/DSC/96/2016; minutes of the 288th meeting of KLR DSC held on 18/5/17 under Min.7/KLR/DSC-May (iii) 2017; and minutes of the 289th meeting of KLR DSC held on 23/6/17 under Min.7/KLR/DSC-June (ii)/2017</p>
	<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	<p>In FY 2016/17, the CAO submitted (10) cases of disciplinary action to DSC as per the submission lists dated between 17/10/16 and 11/4/17 respectively. The DSC considered all the (10) cases as per the DSC minutes cited below: • Minutes of the 287th meeting of KLR DSC held on 6/4/17 under Min. No.7/KLR/DSC-APR (i)/2017 • Minutes of the 289th meeting of KLR DSC held on 23/6/17 under Min. No.7/KLR/DSC-June (i)/2017</p>

8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	0	<p>No. From a sample of the staff list for staff recruited in 2016/17 as at August 2017, it was found that (17) out of (45) LG staff did not access the salary payroll within two months after appointment because positions were not yet created on IPPS. Refer to the following IPPS nos. 1002462, 1002476, 1002849, 997320, 996183, 1002488, 1002437, 1002434, etc.</p>
		<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	<p>From the district list of pensioners who retired in FY 2016/17 dated 1/8/17 addressed to CAO by SHRO, it was found that all the (14) LG staff who retired in FY 2016/17 did not access the pension payroll within two months after retirement. Examples: a) Kavunane Petwa (IPPS no.820473) retired on 19/12/16, file submitted to MoPS in April 2017, and accessed the pension payroll in December 2017; b) Nabeeta Jenifer (IPPS no.521415) retired on 9/9/16, file submitted to MoPS in October 2016 and accessed the pension payroll in January 2017, etc.</p>

Assessment area: Revenue Mobilization

9	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • If increase in OSR from previous FY but one to previous FY is more than 10% : score 4 points • If the increase is from 5 -10% : score 2 point • If the increase is less than 5% : score 0 points. 	4	<p>The LG increased its local revenue collection by 83% from UGX 155,489,929/= that was collected in 2015/16 to UGX 284,392,088/= that was collected in 2016/17.</p> <p>This increment was attributed to increase in local revenue collection from the following sources</p> <p>Other tax revenue increased from UGX 0 that was collected in 2015/16 to UGX 93,220,000 that was collected in 2016/17</p> <p>Other general taxes on goods and services from UGX 0 that was collected in 2015/16 to UGX 22,415,968/= that was collected in 2016/17</p> <p>Administration fees and licenses increased from UGX 822,578/= that was collected in 2015/16 to UGX 14,650,000/=</p>
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10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10% : then 2 points. If more than +/- 10% : zero points. 	0	<p>The LG had budgeted to collect UGX 242,715,948/= in 2016/17 FY but actually realized UGX 284,392,088/= which was a budget collection ratio of 17%.</p> <p>This was above the allowable thresholds.</p> <p>The high realization of local revenues vis a vis the budget was attributed to the LG terminating contract of the tenderer for Bulumba cattle market who was under remitting. When the LG started levying the market directly, there was an increase in collection superseding the budget.</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 	0	<p>The only source of local revenue collected in the LG that is shared between the LG and the LLG is the Local Service Tax</p> <p>In 2016/17 the LG collected UGX 137,000,000/= as local service tax and it only remitted 32% (43,282,361/=) of this to the LLG which is far less than the 65% that is provided for in the LG Act.</p>
		<ul style="list-style-type: none"> • Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	0	<p>In 2016/17 the District spent UGX 39,372,000/= to finance Council activities.</p> <p>This was 25% of the Local revenue collected in 2015/16 which is above the threshold.</p>
Assessment area: Procurement and contract management				

12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	2	<p>Yes, there was evidence of a SPO by Appointment on promotion dated 24/3/2016 ref CR 561/2 under Min. No. KLR/DSC/90/2016 (i) signed by CAO Epaju Pius</p> <p>There was also evidence of a confirmation in appointment dated 26/6/2017 Ref CR159/1 under minNo.KLR /DSC/-May (iii)/2017 signed by CAO Lujumwa Nathan.</p> <p>At the time of this assessment the Procurement Officer was away on maternity leave.</p>
		<ul style="list-style-type: none"> Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	1	<p>Yes, there was evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY</p> <ul style="list-style-type: none"> KALI 561/WRKS/2016-17/00001 was reported and signed on 27/6/2016 and submitted to DCC of 1st 28/6/2016 under Min No. 06(a)/PC/2016-17. KALI 561 /2016-2017/000029 construction of a 5 stance pit latrine at administration block was recommended to MBK Gen Ent Ltd at 13,656.000 on 22/3/2017 and awarded at the 5th DCC of 5/9/2016 under Min No. 36/PC/2016-2017/- 24/PC/2016-2017. KALI 561/WRKS/2016-2017/00045 Supply of Solar batteries to Kyani HC II in Bumanya S/c by Sseka Group of co. At 3,493,390 was awarded at the 14th DCC of 10/4/2017 under Min. No 92/PC/2016-2017. KALI 561/WRKS/2016-2017/00005 was recommended for MAC east Africa and signed on 3/8/2016 which was awarded At the 3rd DCC meeting Of 18/8/2016 under min .no.22/PC/2016-2017 KALI 561/WRKS/2016-2017/00045 recommended on 27/6/2016 for Great Lakes Petrol Ug Ltd and awarded by 1st DCC of 28/6/2016 accordingly. Under framework contract.

		<ul style="list-style-type: none"> • Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	1	<p>Yes, there was evidence that the DCC upheld the recommendations of the TEC except in disposal where the DCC nominated a negotiation team to revisit the disposal price for sale of a Suzuki Escudo at 3,700,000 and a fuel tank at 1,200,000/= after negotiations</p> <p>Otherwise, all the procurement recommendations are upheld by the DCC</p>
13	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> • a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made 	0	<p>Yes, the Procurement Plan 2017/18 revised and approved and signed by CAO Kizito Mukasa Fred on 31/10/2017 under Ref 214/1 was submitted to MoFPED, PPDA, MoLG on 3/11/2017 covered all infrastructure projects contained AWP 17/18 signed by CAO and LC V Chairman of Kalilo on 18th September 2017 and submitted to NPA on 21/9/2017.as below;</p> <p>18 drilled water source projects on page 1 of 11 of the Procurement Plan were on page 46 of the AWP and Budget 17/18 but it read only 16 drilling sources..</p> <p>However construction of 6 shallow hand dug wells does not appear in the Procurement Plan because MoWE discouraged their construction as evidenced by TSU 4 communication in Min. 7/DWSSC /Mar 2017 of 2nd Mar 2017 .</p> <p>Health projects on page 39 of AWP 17/18 were on page 2 of 11 in the procurement Plan 17/18.</p> <p>Education infrastructure projects on page 40 of AWP 17/18 were covered on page 1of 11 in the procurement plan 17/18</p> <p>Roads sector projects on pages 42-45 had 38 roads for routine road maintenance by road gangs three of which appeared in the Proc. Plan.</p> <p>Via mechanised road maintenance the AWP included Igulamubili – Namukooge (6km) and Naigombwa- Kasokwe- Namusingo –Natwana (16km) while they do not appear in the Procurement plan 17/18 there is Namulungu – Lubulo- Kamu</p> <p>Under routine road mechanized maintenance the AWP 5 roads as well as opening of access in 2 town boards.</p>

procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2

The assessor noted inconsistencies in the two documents.

b) evidence that the LG has made procurements in previous FY adhered to the Procurement plan as approved signed by CAO Kaziba Moses Nandhala on 20/09/2016 and submitted to MoFPED, MoLG and PPDA on 26/09/2016;

1st Quarter report of 13/9/2016 had all projects not indicated in the procurement like;

- The supply of culverts and murrum and hire of equipment for road construction were not indicated in the Proc. Plan. 2016/17. The SPO says they could not estimate how much they only capture the roads that are to be worked upon . at the time of implementation they call upon framework suppliers according to need.

- Provision of security services to the district and catering services frameworks were not in the Procurement plan.

2nd Quarter procurement report dated 12/1/2017 had processing of Land titles in Kalilo TC which does not appear in Procurement Plan.

The assessor notes that the printed format of the Procurement Plan was not visible for the subject of procurement hence uncertain of the 5 construction projects in Quarter 4 Procurement report since the Plan had only two.

Summarily, there was some lack of adherence to the procurement plan noted.

14

The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.

Maximum 6 points on this performance measure

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

2

Yes, there was evidence of the advert Bid Notice (1) FY 2017/18 28 bid for all investment/infrastructures on file expected to cater for 29 investment procurements . the public notice was 12/5/2017 in the Monitor with an addendum on 26th May. closure was 1/6/2017 presumably they formed over 80% since it is the only advert and it was before 30th August.

Evidence of standard bid documents was availed with dates of issue of May and June 2017.

The LG had over 80% bids prepared before 30th August.

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

0

On file was evidence of an updated contracts register for FY 2016/17

There were 27 procurement action files presented for the assessment while the SPO referred to some 5 files having been taken by external Auditors.(including supply of printed stationary and supply of Bore Hole spares parts).There was a request to HODs to appoint Contract Managers dated 12/7/2017 under ref 214/1 signed for CAO by Akubonabona Yusuf.

The sampled files included;

- Construction of a 5 stance pit latrine at administration Block 000030 which lacked a contract manager was not appointed, no reports and payment certificates.
- Drilling, casting and pump testing of 10 Boreholes 000001 was a complete file with interim and final certificates , the contract managers report was on file much as the appointment was missing.
- Construction of a slaughter slab at Namwiwa Town Board 00042 lacked appointment of a contract manager despite the letter from CAOs office.
- Construction of a 2-classroom block at Namejje in Buyinda s/c 00007, lacked payment certificates and contract manager appointment
- Supply of furniture for Youth Chairperson 00041 had no contract manager, nor a report, nor an indication of any payment.

Conclusively, the 27 action files could all have some missing documentation.

		<ul style="list-style-type: none"> For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	2	<p>In FY 16/17 there were 4 open domestic bid contracts namely supply of two double cabins, drilling and pump testing of 10 boreholes by Maa technologies and construction of a 2 classroom block all the rest were selective bidding.</p> <p>In 2017/18 the PDU advertised all the procurements much as there were pre-qualifications. This meant that all were treated as open bidding in an effort to minimise delays in the process.</p> <p>In conclusion there was no threshold violation. The invitations from the pre-qualified lists are used later in the FY.</p>
15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2 	0	<p>No, there was no evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision.</p> <p>Samples were:</p> <ul style="list-style-type: none"> Supply of desks to Isalo P/S in Gadumire 00027 was paid but there was no certificates of payment on file only vouchers and GRN and receipts. Construction of Administration Block in Kalilo Town Council (Phase III) 00050 had no payment certificates at all on file Procure and Installation of a 5000 litre water tank at Kasokwe HC II- 00035 had a payment certificate photocopy not signed by CAO and Vote Controller –Planner Supply of double cabin to water sector 00005 also lacked payment certificates. Construction of a 2-classroom block at Namejje in Buyinda s/c 00007, lacked payment certificates and contract manager appointment <p>In conclusion the works projects lacked completion certificates appropriately certified .</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	<p>There was no evidence that all works projects for the current FY are clearly labelled. Sampled project sites were;</p> <ul style="list-style-type: none"> Gadumire –Kisunda road (9.7km)(Latitude-1.1124; Longitude -33.5272; Altitude – 1037.8) Gadumire –Panyolo (7.3Km)(Latitude-1.10588; Longitude -33.507; Altitude – 1069.1) Latrine at Kanankamba Primary School under DDEG (Latitude- 0.94226; Longitude -33.44386; Altitude – 1079.0) Classroom Block at Nabitende P/s under SFG (Latitude- 0.9530; Longitude -33.47398; Altitude – 1062.0) Bore Hole at Bulwasira DWD 61443 dated 12/12/2017. (Latitude- 0.9163; Longitude -33.5058; Altitude – 1128.8)
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Assessment area: Financial management

16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	4	<p>Review of cash books of the various accounts managed by the districts revealed that the LG made monthly bank reconciliations with the last one made on 31st December 2017.</p>
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17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	2	<p>From the review of contract files and vouchers it was found out that the LG pays contractors on time examples of some of the contracts and their payments include:</p> <p>Contract to Aneasha Tec Investment for supply of lightening arresters an invoice as presented on 9/3/2017 and payment effected on 15/3/17</p> <p>Contract to Record time General enterprises for construction of classroom blocks an invoice as presented on 19/4/2017 and payment effected on 19/4/17</p> <p>Contract to Wal-Marine Group for supply of cassava cuttings an invoice as presented on 29/9/16 and payment effected on 30/9/17</p> <p>Contract to PEM Commodities for supply of computer laptops an invoice as presented on 14th/9/2016 and payment effected on 16/9/2016</p>
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The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations

Maximum 6 points on this performance measure.

- Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3.

0

Although the LG had appointed a substantive Principal Internal Auditor on 15th Sept 2016 under Minute No. KLR/DSC/97/2016(v) by the names of Mutome Godfrey, by the time of the assessment Mr. Mutome had been re-assigned duties of the Head of Finance.

The internal audit department is now headed by an internal auditor by the names of Kagaha Stephen who was appointed as an internal auditor on 26th February 2014 Min No. KLR/DSC/073/2014 (i).

Mr. Kagaha was assigned duties of the Principal Internal Auditor on 6th August 2014 (Ref. No. CR 156/4)

The internal auditor has produced all the four quarter internal audit reports on the following dates:

- o Q1 on 5th/12/16
- o Q2 on 1st/03/17
- o Q3 on 5th/06/17
- o Q4 on 30th/08/17

- 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

A report from the accounting officer to Council dated 11th/10/17 Ref No. CR 214/6 was seen

This report had a matrix elaborating audit issues, PAC recommendations and action taken.

		<ul style="list-style-type: none"> • Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1 	1	<p>All the four Internal Audit Reports were submitted by the Internal Auditor to LG Accounting Officer, Chairman and the LG PAC on the following dates:</p> <ul style="list-style-type: none"> o Q1 submitted on 12th/12/2016 o Q2 submitted on 05th/04/2017 o Q3 submitted on 26th/06/2017 o Q4 submitted on 7th/09/2017 <p>These reports were discussed in LG PAC and PAC produced reports on the following dates:</p> <ul style="list-style-type: none"> o LG PAC report on the review of 4th quarter internal audit report that was submitted to the Chairman on 8th December 2017 o LG PAC report on the review of 3rd quarter internal audit report that was submitted to the Chairman on 17th/08/2017 o LG PAC report on the review of 2nd quarter internal audit report that was submitted to the Chairman on 17th/8/ 2017 o LG PAC report on the review of 1st quarter internal audit report that was submitted to the Chairman on 9th February 2017
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 LG lacks an updated assets register what was seen was a file composed of draft incomplete information of very few assets.</p>

20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY: • unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0</p>	4	<p>The LG received an unqualified audit opinion. This was verified from the District audited financial statement for FY 2016/17 that was obtained at the Office of the Auditor General</p>
Assessment area: Governance, oversight, transparency and accountability				
21	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<p>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</p>	2	<p>Yes. The council meets and discusses service delivery issues including the DTPC reports, performance, and monitoring reports.</p> <p>For example the District Council held a meeting on 5th April 2017 and discussed and approved key service delivery policy documents like the Development Plan, Annual Work Plan, Procurement Plan and the Local Revenue Enhancement Plan.</p> <p>Refer to MIN.NO 49/KDLC/APRIL/2017 where the council deliberated on and approved the 5 year Local Revenue Enhancement Plan plan. Yes, the LG PAC reports are submitted to the office of the District Chairperson. Ref to Quarter 3 LG PAC report dated 23rd Feb 2017 received by the District Chairperson on 24th Feb 2017.</p> <p>This is evidenced by the signature of the Secretary to the District Chairperson Ms. Mariam Namuhenge.</p>
22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<p>• Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2.</p>	2	<p>Yes there is evidence that the district has a designated team that has been formally assigned to respond to grievances, feedback from the citizens on the budget desk. Refer to the letter from the CAO ref number CR 103/0 dated 7th January 2015 where 4 offices were assigned to the role.</p>

23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</p> <p>• Evidence that the procurement plan and awarded contracts and amounts are published: score 1</p> <p>• 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.</p>	<p>2</p> <p>1</p> <p>1</p>	<p>Yes, the LG Payroll and Pensioner Schedules were posted on the wall at the HR office.</p> <p>The Procurement and Contracts notice board had the necessary awarded contracts and amounts displayed on the Procurement notice board.</p> <p>Yes, there is evidence to show that how that the district performance results and budget implications are shared and published.</p> <p>The District Information Officer works with the planning Unit and disseminates information for publication on both District and LLG notice boards. These notices include simplified and summarised updates on the quarterly resource allocations for the DLG, resource allocations at sector level and even at service centres.</p> <p>These documents are disseminated officially through the office of the CAO However the website www.kaliro.go.ug was reviewed and the section for statistics had no information.</p>
24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<p>• Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1</p>	<p>1</p>	<p>Yes, the hard copies submitted by the ministries to the DLG are disseminated to LLGs. For example the District Planner disseminated the circular with the 2017/2018 IPFs to al HODs and sub counties on 22nd June 2017.</p> <p>Evidence of this is within the Planning Unit Delivery and Dispatch book which was opened on 29th Sept 2016 where each recipient noted the document received and signed for it.</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>Yes, there is evidence to show that the district performance results and budget implications are shared and published. The District Information Officer works with the planning Unit and disseminates information for publication on both District and LLG notice boards.</p> <p>These notices include simplified and summarised updates on the quarterly resource allocations for the DLG, resource allocations at sector level and even at service centres. These documents are disseminated officially through the office of the CAO</p> <p>The website www.kaliro.go.ug exists online but has very limited information on resource allocation and project performance.</p> <p>The district has a Face book page 'kalirodistrict, which has more information and images on activities implemented. This is commendable.</p>
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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>Yes, there was evidence that a gender mainstreaming workshop for technical staff at the district was conducted by the Ag. DCDO. The payment was dated 10/5/2017 worth 450,000/= for 10 staff. A report dated 31/5/2107 was attached on the voucher. The topics discussed included ;defitnition of concepts, gender and equity budgeting, gender responsive, gender roles, relations , affirmative action, gender distinctions among others.</p>
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• 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.

Yes, there was evidence that the work plan for CBS on page 7 had planned for conducting a skills enhancement training for the women council members

During FY 2016/17 the CBSD Budget was 422,551,000/=

The releases were;

Wage 63,843,000

PWD, Women & Youth council 47,093,000

Gender mainstreaming 4,490,000

Community services several 79,507,643

GRAND TOTAL = 194,933,643/422,551,000= 46.1%

The assessor notes that the CDO was not keen on the exercise hence the vouchers were brought in late at the exit meeting despite an earlier note emphasizing what she had to prepare. the assessor notes that YLP and UWEP support to the groups was not included and often it has been realized to substantial levels. the realised figures were not elaborately discussed because we were at the exit meeting

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

2

Yes, there is a SEO who is Ag. DNRO, a lands Officer, Physical Planner, there was evidence of a screening report for only the three toilets under DDEG. Not submitted to CAO and the responsible persons. Dated 1st September 2017 by Senior Environment Officer/

There was screening for proposed water projects 2016/17 dated 30/9/2016.

There was a screening report of community roads for 2016/17 dated 6th October 2015

The mitigation measures are planned for and Roads sector provided for a budget of 6,000,000 millions on page 45 in AWP 17/18 to cater for cross cutting issues.

Production department on page 34 budgeted 412,000/= mainstreaming cross cutting issues.

On page 48 Natural resources budgeted for 3,144,000 to cater for routine environment inspections, audits, EIA reviews and surveillance monitoring for mitigation measures in the entire district.

• Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1

0

There is a deliberate omission of environmental integration since work is business as usual. The Environment Officer felt that the HoDs feel they can cope with recurrent issues pertaining environmental and social management plans after they have seen a copy of what the environmental aspects entail.

The DWO acknowledged omission of environment issues in the bid documents but the engineers insisted that they implement ESMP in their work through the water committees, however, no trees were seen surviving as planted near the water sources visited in the field by assessors.

The Senior Procurement Officer uses the standard documents from PPDA which do not cater for integration of environmental and social management plans in the contract bid documents.

		<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>here were 18 land agreements for 17/18 on file given the 18 BH to be drilled 17/18 as per the procurement action files.</p> <p>The District headquarter has a land title which is still in process Plot No.25, Block 15 Land at Bukumankoola Village in Kalilo Town Council</p> <p>The Health Centres and Sub county lands do not have land titles but the LG had plans to embark on the process in BFP for 2018/19 as reported by the Ag. DNRO.</p> <p>For the schools titling of the land is not yet in the plan for the LG.</p>
		<ul style="list-style-type: none"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer: score 2 	0	<p>There was no evidence that all completed projects have Environmental and Social Mitigation Certification Forms completed and signed by Environmental Officer:</p>



LGPA 2017/18

Educational Performance Measures

Kaliro District

(Vote Code: 561)

Score 64/100 (64%)

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>There is evidence for budgeting in FY 2017/2018 with a wage bill of 6,761,561,126.catering for 89 Primary Schools including Head Teachers submitted to MoFPED on 14th July 2017 by CAO Kaliro District.</p> <p>Teachers budgeted for are 1,114.</p> <p>Budget in place for 1 head teacher & minimum of 7 teachers per school.</p>
		<ul style="list-style-type: none"> Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4 	0	<p>In FY 2017/2018 there are 79 Substantive Head teachers and a total of 1047 Teachers deployed inclusive of Head Teachers</p> <p>This was evident by DEO's Submission to CAO about Declaration of vacancies on 27/10/2017, 10/10/2017 and 29/01/2018. This captures a gap of 10 Head Teachers.</p>
2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has filled the structure for primary teachers with a wage bill provision o If 100% score 6 o If 80 - 99% score 3 o If below 80% score 0 	3	<p>It's clear that out of the 1,114 teachers with wage bill provision, the district has 1,047 teachers in place with a gap of 67 teachers.</p> <p>$1,047/1,114 = 93.98$</p> <p>This gives 93.98 % staffing rate</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 	6	<p>There are 2 inspectors as per the LG structure are in place as communicated by PS – Public Service on the 10th April 2017 to the CAO Kaliro District, with ref ARC 135/306/01</p> <p>The 2 Inspectors are substantively appointed as per their appointment letters. Inspectors DSC minute of appointment as inspectors</p> <ol style="list-style-type: none"> Min No. KLR/DSC/073/2014 (iii) issued on 26/02/2014 Min No. KLR/DSC/076/2014 (i) issued on 15/04/2014
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>Yes, the Education department submitted to CAO a recruitment plan and declaration of Vacancies within the department and Vacancies for schools on the following dates 28/8/2017, 10/7/2017, 27/10/2017, 10/10/2017. This was fully signed and stamped by the DEO</p>
		<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of School Inspectors: score 2</p>	2	<p>All the 2 inspectors of Schools as per the staff structure are already in place</p> <p>Inspectors DSC minute of appointment as inspectors</p> <ol style="list-style-type: none"> Min No. KLR/DSC/073/2014 (iii) issued on 26/02/2014 Min No. KLR/DSC/076/2014 (i) issued on 15/04/2014

5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3</p>	0	<p>There are (2) inspectors of schools as per the approved education department structure dated 10/4/17. #1 out of the (2) inspectors of schools (Kamaga Edward) was appraised on 8/8/17 for FY 2016/17 and the performance appraisal report was on file and signed by PAS. The second inspector of schools (Muwereza Paul) was last appraised during the FY 2015/16 on 1/7/16.</p>
		<p>Evidence that the LG Education department appraised head teachers during the previous FY. • 90% - 100%: score 3 • 70% - 89%: score 2 • Below 70%: score 0</p>	0	<p>There was no evidence of annual performance reports for calendar year 2016 for primary head teachers. It was reported by the SHRO (Kwagala Rebecca) that the reports for (79) HTs were still at the sub county level at the time of this assessment.</p>

Assessment area: Monitoring and Inspection

6

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

Maximum 3 for this performance measure

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

1

Yes, all guidelines, Policies and circulars were received by the Education department and were disseminated to school head Teachers accordingly.

Those captured to have been evident and disseminated include

1. Teachers attendance circular to the Head Teachers issued by DEO on 9/02/2017 with ref no. EDUC/154/1
2. Circular on school feeding issued by the DEO to schools on 23/6/2017 with ref: EDUC/360/1
3. Circular on Teachers Support supervision in Schools issued by DEO on 3/7/2017.
4. Minutes of DEO meeting with Head Teachers on 9/08/2017 and on page 2 of the minutes the NIRA officer's communication was evident about the procedure and guidelines of registration.
5. Minutes of DEO with KADIPSHA an association of Head Teachers on 20/6/2017 was evident about DEO reacting on the Process of NIRA registration under Min 7/HCM/ Reactions/Way forward
6. Another set of Minutes was evident showing DIS communication about Teacher Support Supervision and the tool to be used on page 4 of the minutes. The meeting was held on 1/8/2017 at Kaliro C.O.U P/S

<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>Yes, a circular on school feeding issued by the DEO to schools on 23/6/2017 with ref: EDUC/360/1 was evident.</p> <p>Meeting minutes on 20/6/2017 reflected DEO in his communication on page 2 about school feeding and the repective measures to be followed.</p> <p>There was a meeting reflecting DEO meeting with Head Teachers on 9/08/2017 and on page 2 of the minutes, the NIRA officer's communication was evident about the procedure and guidelines of mass registration of pupils</p>
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7

The LG Education Department has effectively inspected all private and public primary schools

Maximum 12 for this performance measure

- Evidence that all private and public primary schools have been inspected at least once per term and reports produced: o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59% score 1 o Below 50% score 0.

8

Yes, all the 4 quarterly reports are available as submitted to the DEO by the DIS. Below is the summary of the reports

Q1 – 85 government schools inspected and 10 private schools for those on EMIS and other 37 which are not on EMIS database.

Q2 – 87 Government schools inspected and no Private school was Inspected.

Q3 – 89 government schools and 8 Private schools on EMIS and other 41 schools not on the EMIS database

Q4 – 77 government schools inspected and no Private schools was inspected.

DIS informed the assessment teams that Q2 had no private schools inspected because it was a newly established digital inspection and it concentrated only on government schools. Also Q4 inspection was for EGR which was applicable to government schools only, that's why no private school was inspected. For the available 89, for 1 inspection per term leads to 267 inspections and yet from Q1 – Q4 there was 338 inspections for government schools which are more than the minimum required. Therefore for computations we consider 267/267. For the 17 available schools on EMIS database thee lead to 51 inspections for 3 inspections in a year. The reports reflect 18 inspections in total which translate to $18/51 \cdot 267/267$ and $18/51 = 285/318 = 89.62\%$

Therefore the inspection rate of schools in Kaliro District was 89.62%

<p>LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p>	<ul style="list-style-type: none"> Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	0	<p>There is one meeting which had minutes that was held on 5/12/2016 in the DEO's office which highlighted the departmental members discussing about the inspection report as submitted by the DIS, however they discussed only one report and there was no evidence that all the inspection reports were fully discussed.</p> <p>All the other Minutes available in the file were addressing other issues and no emphasis was given to the other inspection reports.</p>
<p>Maximum 10 for this performance measure</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>Yes, there is evidence that all the 4 Quarterly reports were submitted to DES in MoES as summarised below.</p> <p>Q1 – Report was received by DES on 25/11/2016 as per acknowledgement sheet</p> <p>Q2- Report was received by DES on 27/02/2017 as per the acknowledgment sheet.</p> <p>Q3- Report was received by DES on 12/5/2017 as per the acknowledgement sheet issued.</p> <p>Q4 – Report was received by DES on 19/7/2017 as per the acknowledgement sheet issued.</p>

		<ul style="list-style-type: none"> • Evidence that the inspection recommendations are followed-up: score 4 	4	<p>Yes, From the Sampled schools the schools visited had feedback and recommendations from the inspection reports</p> <p>Inspection follow up on the recommendations were seen done with a tool designed by the district for 2017.</p> <p>Follow up tools provided information on progress of the recommendation for the following schools</p> <p>Schools sampled included.</p> <ol style="list-style-type: none"> 1. Kaliro CoU P/S 2. Budini girls P/S 3. Budini Boys P/S 4. Buyuge P/S 5. Isalo P/S
9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> o List of schools which are consistent with both EMIS reports and OBT: score 5 	5	<p>The school lists as submitted to MoES as of 3/7/2017 by CAO reflected 89 schools and also OBT Report FY 2017/2018 has 89 schools, however OBT report of FY 2016/2017 had 88 schools reflected and the justification was, this was a system error in uploading of Data from the planning unit</p> <p>All schools in the EMIS report were submitted for inclusion in OBT report</p> <p>schools sampled</p> <ol style="list-style-type: none"> 1. Bukamba P/S 2. Bwite P/S 3. Budini Girls P/S 4. Budini Boys P/S

		<p>Evidence that the LG has submitted accurate/consistent data: • Enrolment data for all schools which is consistent with EMIS report and OBT: score 5</p>	0	<p>Sampled school's enrolment data from the EMIS report doesn't tally with OBT as shown below.</p> <ol style="list-style-type: none"> 1. St. Luliana Namawejje had 932 in EMIS report and 938 on OBT. 2. Panyolo P/S had 871 in EMIS report while OBT has 1062 3. Izinga P/S had 627 pupils on EMIS report and 602 on OBT 4. Buvulunguti Parents P/S had 1052 pupils on EMIS report and 993 on OBT 5. Bulunya Parents P/S had 644 in EMIS report and had 715 in OBT
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Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc...during the previous FY: score 2 	2	<p>Yes, there is evidence that the Standing Committee on Social Services met and discussed Education service delivery issues like sector performance.</p> <p>For example refer to committee meeting report developed on 29th May 2017 and presented by the Committee Chairperson Hon. Nanyanga Harriet. Refer to Page 3 where the recommendations on the priority activities and budget allocations agreed upon by the committee were summarised for presentation to the fuller council. These Budget Estimates and Priorities for FY 2017/2018 were presented to the council by the DEO.</p>
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<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	2	<p>Yes. The sector committee presented issues that require approval from council.</p> <p>Refer to District Council meeting held 29th May 2017 Minute MIN.NO61/KDLC/MAY/2017 where the Chairperson of the Standing Committee for Social Services presented a report with the recommended Budget Estimates and Priorities for the FY2017/2018 to the fuller District Council for discussion.</p> <p>The report included among others Education sector issues namely total sector allocation, location and nature of priority capital investments This submission was extracted out of a standing committee meeting report presented by Hon Nanyanga Harriet on 29th May 2017</p>
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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>All the 89 schools have their files at the DEO's office with the Lists and Minutes of their respective SMC's. Schools sampled to have had 3 mandatory meetings in a year included.</p> <p>Sampled schools are as follows</p> <ol style="list-style-type: none"> 1. Kitega Catholic P/S had SMC meetings held on 6/6/2017, 24/2/2017 and 13/03/2017 2. Bupyana P/S held the 3 mandatory meetings as of 1/10/2016, 21/03/2017, 1/7/2016. 3. Kisinda P/S had 2 minutes out of the 3 mandatory sittings in a year fully signed. These minutes were on 9/06/2017, 01/09/2016, 16/03/20. The other set of minutes were not fully signed by the Chairperson 4. Zibondo has minutes of the 3 mandatory sitting held on 16/03/2017, 3/3/2017, 11/10/2016 and fully signed. 5. Buyuge P/S held the 3 mandatory meetings on 23/5/2017, 13/04/207, 20/4/207 and fully signed. <p>All the minutes reflected resource allocation and work plans as presented by the respective head teachers. However 4 out of 5 schools sampled had functional SMC's depending on the number of sittings evidenced in the minutes</p> <p>4/5 = 80%</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>There was evidence of publicising of non-wage recurrent grants for Q4 on the education public notice board as signed on by the DEO for head Teachers to take note on 25/4/2017. All the other Quarters were seen and available on file</p>
Assessment area: Procurement and contract management				

13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	4	<p>Sector Annual work plan was in place and signed by DEO on 15/08/2016</p> <p>Procurement plan was in place as submitted by CAO to MoFPED on 20/09/2016.</p> <p>Procurement request for Double cabin initiated by DEO on 17th May 2016 and received by Secretary Contract committees on behalf of PDU on 17 may 2016</p> <p>Procurement request for construction of a 2 classroom block, office and store at Namejjee P/S reached PDU on 1 June 2016</p> <p>Procurement of Lighting Arrestors at Budini P/S reached PDU on 26/9/2016</p> <p>Hence the identified Procurement requests reached PDU before April 30th</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 	3	<p>The head of department approves payment for suppliers on time for example:</p> <p>Contract to Aneasha Tec Investment for supply of lightening arresters an invoice as presented on 9/3/2017 and the HoD approved payment on 14/3/2017</p> <p>Contract to Record time General enterprises for construction of classroom blocks an invoice as presented on 19/4/2017 and payment approved by HoD on 19/4/17</p> <p>Contract to Record time General enterprises for construction of classroom blocks an invoice as presented on 23/5/2017 and payment approved by HoD on 26/6/2017</p>
Assessment area: Financial management and reporting				

15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>No, there is no evidence that the Department of Education submitted annual performance reports for all four quarters to the planner by Mid - July for consolidation.</p>
16	<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points o If all queries are not responded to score 0 	0	<p>The department had a number of audit queries raised in the quarterly internal audit reports for example:</p> <p>Contracting an un prequalified firm for construction of classroom blocks at Namejje PS</p> <p>Lack of Ministry Engineer's certification during the purchase of double cabin</p> <p>Lack of accountabilities for a number of activities undertaken</p> <p>Despite existence of the above queries, the assessment team was not able to find evidences of the department's response to the raised queries.</p>

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>Yes, the DEO issued a circular to all Head Teachers of Government and private schools about appointment of Senior Women Teachers & Senior Male Teachers on 11/04/2017. It entailed core tasks for SMT/SWT such as Guidance & Counselling, Establishing washrooms for girls, Introduction of making of reusable pads, Establishment of clubs on menstrual management.</p> <p>Another circular was issued by the DEO to all schools on 2/7/2017 about Menstrual Management in schools emphasizing creating space for guidance and counselling, organising gender sensitive health parades.</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>Yes, A circular was issued by the DEO to all government and private schools on 2nd July 2017 about Menstrual Management in schools emphasizing creating space for guidance and counselling, organising gender sensitive health parades creating separate toilets for Male and Female Teachers as well as Children with disabilities.</p>
		<ul style="list-style-type: none"> Evidence that the School Management Committee meet the guideline on gender composition: score 1 	1	<p>The sampled schools reflect to have met the gender composition guidelines. Below are the school details</p> <ol style="list-style-type: none"> Kamutaka P/S appointed by the DEO's office on 1/07/2015 Zibondo P/S appointed by the DEO's office 1/07/2015 Kitega Catholic P/S appointed on 12/08/2015 Bupyana P/S appointed on 12/8/2015 Bulyakubi P/S appointed by DEO on 14/10/2015 <p>All the above schools met the gender guideline composition of the SMC's.</p>
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 3: 	3	<p>Yes, there is evidence of the DEO issuing out a circular to all Head Teachers of Private and Government schools on 29th July 2016. This involved encouraging them to pick seedlings from Natural Resources, Planting flowers, planting grass on bear land, making a woodlot for fire wood.</p> <p>There was evidence of attendance sheet of Head Teachers picking Seedlings on 8/8/2016 and 9/8/2016 showing the number of seedlings each school received</p>



LGPA 2017/18

Health Performance Measures

Kaliro District

(Vote Code: 561)

Score 19/100 (19%)

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 •</p> <ul style="list-style-type: none"> • More than 80% filled: score 6 points, • 60 – 80% - score 3 • Less than 60% filled: score 0 	0	<p>There was no evidence to establish health department filled the structure for PHC wage bill provision for the current year.</p> <p>There was no information available at the health department and information from HR was vague. Communication from HR to public service was not available, but that from public service was available dated 4th May 2016 granting clearance to fill within 984,681,675/= wage for the district. On file there were also letters from public service dated 29th August 2016, and 7th Nov 2016 granting permission to recruit Veterinary/ Agriculture Office and Principal HR and HR officer respectively. None of the communication was related to the health department recruitment. List of staff recruited was not also available for the current year.</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>	0	<p>There was no recruitment plan submitted to the HR from the health department.</p> <p>At the health department there was a five-year recruitment plan for 2016/2021. However only three years were identified on this plan. Also available was the updated staff list as of 16th October 2017 and appointment letters of staff. On the updated staff list some staff were on probation (the newly recruits), promotion and confirmed. Comparing the updated staff list and appointment letters there were inconsistencies. Information on updated list had more staff recruited or on probation than the appointment letters on file.</p>

3	<p>The LG Health department has ensured that performance appraisal for health facility in charge is conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the health facility in-charge have been appraised during the previous FY: o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0</p>	0	<p>The district has one HC IV (Bumanya).The health facility in-charge (Dr. Kibirige Paul) for Bumanya HC IV was last appraised during FY 2015/16 on 1/11/2016 by D/CAO</p>
4	<p>The Local Government Health department has equitably deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<p>• Evidence that the LG Health department has deployed health workers equitably, in line with the lists submitted with the budget for the current FY: score 4</p>	0	<p>It was difficult to establish deployment mainly because the list of appointment letters available at DHOs office was not consistent with the updated staff list. There were some staff on probation whose letters of appointment were not available. The following staff were new staff but appointment letters not on file: Kirale Joel, Acile Godfrey, Nasalawo Divine, Muwanguzi Hannah, Mirembe Racheal, Sagali Francis, Musenero Teddy,</p>

Assessment area: Monitoring and Supervision

5	<p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>			<p>There was no evidence the DHO communicated all guidelines, policies and circulars. Firstly, the circulars at DHOs office were not found at facilities and secondly there were more polices at facilities than at DHOs office. Could the policies have been distributed by development partners?</p> <p>At the DHOs office the following policies and guidelines were found: Strategy for improving health service delivery 2016-2021, Integrating Nutrition Assessment Counselling and Support into Service Delivery 2016, Service Standards and Service Delivery Standards for the Health Sector 2016, National HIV Testing Service Policy and Implementation Guidelines Uganda 2016.</p> <p>In addition, the following circulars were found at the DHOs office. 22nd June 2017 Introduction of National Trainers on the New RED/REC guidelines and EPI Micro Plan Development,</p>
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• Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3

0

27th March 2017 Adaptational and Roll out of the New Tetanus Vaccination Guidance on conventional surgery and Device method for Safe Male Circumcision, 28th October Guidelines on Utilisation of Health Sub District PHC non-wage grants 20th October 2016 Dissemination of Paediatric TB guidelines and Standard Operating Procedures in Jinja Region, 4th October Implementation of 2016 periodic intensified routine immunisation in your district, 29th March 2016 Guidance on the use of Fluconazole donated by PFIZER FOR Management of HIV patients with Oesophageal candidiasis and Cryptococcal Meningitis

At the facilities the following policies and guidelines were available. Kaliro TC HCII: Uganda Clinical Guidelines 2016, Uganda Public Health Service Protocols 2016, Guidelines for Integrated Management of Acute Malnutrition in Uganda 2016, Immunisation in Practice Uganda 2017. But there were no circulars.

Namugongo HCII: Uganda Clinical Guidelines 2016, Essential Medicines and Health Supplies List for Uganda 2016, National Training Curriculum for the roll out of the consolidated guidelines for HIV Prevention and Treatment in Uganda, Consolidated Guidelines for Prevention and Treatment of HIV IN Uganda 2016, Maternal and Perinatal Death Surveillance and Response Guidelines 2017, Integrating Nutrition Assessment Counselling and Support in Health Service Delivery 2016, Integrated Management of Neonatal and Childhood illness with Care for Child Development 2016 . There was one circular dated 20th Mar 2017 for Request to call off ARVs for treatment of Hepatitis B from Quality Chemicals Industry,

Kasokwe HCII: Essential Medicines and Health Supplies List for Uganda 2016, Immunisation in Practice Uganda 2017, Uganda Medical Eligibility Criteria Wheel for Contraceptive Use 2016, Integrated Management of Neonatal and Childhood illness with Care for Child Development 2016, Guidelines for Integrated Management of Acute Malnutrition in Uganda 2016, Integrated management of Childhood Illnesses 2016. There was no circular at Kasokwe HCII,

Kyani HCII: Uganda Medical Eligibility Criteria Wheel for Contraceptive Use 2016, Uganda Clinical Guidelines 2016, Essential Medicines and Health Supplies List for Uganda 2016,

			<p>Guidelines for integrated Management of Acute Malunion in Uganda 2016. There was on circular dated 28th Oct 2016 on Guidelines on distribution and Use of Inactivated Polio Vaccine.</p> <p>Bumanya HCIV: Consolidated Guidelines for Prevention and Treatment of HIV in Uganda 2016, Health Sector Quality Improvement Framework and Strategic Plan 2015/16-2019/20. There were no circulars at Bumanya HCIV.</p>
		<ul style="list-style-type: none"> • Evidence that the DHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	<p>0</p> <p>There was no evidence to show that the DHOs office disseminated policies, guidelines and circulars to facility in charges and other district staff.</p>
6	<p>The LG Health Department has effectively provided support supervision to district health services</p>	<p>Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3</p>	<p>0</p> <p>There was no evidence that Bumanya HCIV was supervised because the four DHT reports found at DHOs office were similar in content. It is very unlikely that supervision report for a facility can be the same every quarter including the action plan.</p>

Maximum 6 points for this performance measure

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

0

There was no evidence DHT supervised the lower facilities within the previous year. The four reports available at DHOs office were similar and not consistent with supervision log books at the facilities. It is very unlikely that supervision report for a facility can be the same every quarter including the action plan. This issue was discussed with the health department.

There were four support supervision reports on file for the previous year. Dated 30th Sept 2016, the supervision was carried out between 12th and 16th Sept and a four DHT team conducted the supervision. The facilities supervised were Bumanya HCIV, Namwiwa HCIII, Gadumire HCIII, Nawaikoke HCIII, Namugongo HCIII, Dr Ambrosoli Memorial HCIII, Budini HCIII, Buyinda HCII, Nawampiti HCII, Kyani HCII, Budomero HCII, Kaliro FLEP, Buyuge FLEP, Nabigwali FLEP HCII, Nansololo FLEP HCII, Kanankamba Bugonza FLEP HCII, Dorudo HCII, Kaliro Town Council HCII, Kasokwe HCII, Nabikooli HCII, the report had the positive and negative findings recommendations and an action plan to be followed up in next quarter. The second report was dated 30th December 2016, the 3rd report was dated 30th March 2017, and fourth report 12th June 2017. However, all four reports were similar in content, the only difference was the dates, these were consistent with the quarter of the said supervision.

At the facilities Kaliro TC HCII there were two supervisions in the log book dated 27th Sept and 6th Dec of 2016.

Namugongo HCIII there was no supervision from the DHT, Kasokwe HCII there were two supervisions on the 22nd Sept and 8th Dec 2016, Kyani HCII there was no supervision from the DHT in the log book.

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>	0	<p>There was no evidence that the HSD supervisions by Bumanya HCIV took place.</p> <p>At the DHOs office the supervisions reports presented as DHT reports were presented as HSD supervisions reports at Bumanya. The content of the HSD reports was similar to the DHT support supervisions reports, available at the DHO office. There were differences in dates and a few bullet points. These reports were dated as 26th June 2017, 21st Nov 2017, 14th Sept 2016 and 30th Sept 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> <p>• Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6</p>	0	<p>In absence of the HSD reports there is no evidence that there was a discussion on the reports and workplan was developed to address the challenges identified.</p> <p>With no action plan in place there is no evidence that specific activities were undertaken to implement the action plan.</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>	<p>• 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</p>	0	<p>All facilities in HMIS were found to be in OBT except one which was named as Kyani Nyanza HCII in OBT and Kyani HCII in HMIS. Therefore, the lists were not consistent and accurate.</p>
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	<p>Yes, there is evidence that the Standing Committee on Social Services met and discussed Health service delivery issues like sector performance.</p> <p>For example refer to committee meeting report developed on 29th May 2017 and presented by the Committee Secretary Hon. Nanyanga Harriet. Refer to Page 2 where the recommendations on the priority activities and budget allocations agreed upon by the committee were summarised for presentation to the fuller council.</p> <p>These Budget Estimates and Priorities for FY 2017/2018 were presented to the council by the DHO.</p>
		<ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	2	<p>Yes. The sector committee presented issues that require approval from council.</p> <p>Refer to District Council meeting held 29th May 2017 Minute MIN.NO61/KDLC/MAY/2017 where the Chairperson of the Standing Committee for Social Services presented a report with the recommended Budget Estimates and Priorities for the FY2017/2018 to the fuller District Council for discussion.</p> <p>The report included among others Health sector issues namely total sector allocation, location and nature of priority capital investments This submission was extracted out of a standing committee meeting report presented by Hon Nanyanga Harriet on 29th May 2017</p>

<p>11</p>	<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 	<p>0</p>	<p>There is no evidence that there is a functional HUMC in Kaliro District details of findings are described below.</p> <p>Kaliro TC HCII there were minutes of HUMC meetings dated 16th Nov, 18th Dec, 4th April, 1st June of 2016 and 18th Dec 2015 and 22nd Dec of 2017. All minutes were not signed and budget and workplan issues were not discussed. However, the minutes of 18th Dec 2015 where similar to minutes of 16th Nov 2016.</p> <p>Namugongo HCIII: There were minutes of meetings for the 2nd April and 4th April all of 2014 but these minutes had no attendance list and were not signed. There were also minutes dated 8th Sept, 27th Oct, 1st Dec of 2016 and 2nd Mar, 21st April and 20th July of 2017. Worth noting after the handover on 1st Dec 2016 the attendance lists of members for the meeting in Mar, April and July where not consistent with updated list found at the DHOs office. In Mar five members attended the meeting, in April twelve members and in July six members attended, and attendance lists of April and July were not similar. In the meeting held on 2nd Mar and 21st April issues of PHC and workplan where discussed.</p> <p>Kasokwe HCII: There were minutes dated 23th Dec 2016, 6th July, 17TH Oct and 20th Dec of 2017. All these minutes had no attendance lists, there were not signed and budget issues were not discussed.</p> <p>Kyani HCII: There was one meeting minute dated 16th August 2017 it was not signed and budget issues were not discussed.</p> <p>Bumanya HCIV: There was a meeting on 19th Sept 2017. 17th Mar 2016, 16th Jan and 17th Dec 2015, and 22nd Oct, 19th July and 9th July 2014. All the minutes were not signed and facility budget/workplan not discussed.</p>
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12	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 3 	3	<p>The local government did publicise PHC non-wage recurrent grants 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 <p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p>	0	<p>There were three capital investments namely construction of a concrete container slab at Bumanya HCIV, Construction of a generator shade at district vaccine store and construction of a 2-stance pit latrine with bathrooms. Source of funding was DDEG though procurement request originated from the health sector</p> <p>The health department didnt submit procurement request form PP5.</p>
14	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time: <ul style="list-style-type: none"> • 100% - score 8 • 70-99% – score 4 • Below 70% - score 0 	8	<p>There was evidence that the health department submitted health supplies procurement plan to NMS on time. The procurement plan was dated 12th Jan 2017 for both Bumanya HCIV and the HCIIIs and HCIIIs.</p>

15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points 	2	There were reportedly no projects implemented by the department in 2016/17
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Assessment area: Financial management and reporting

16	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	No, there is no evidence that the Department of Health submitted annual performance reports for all four quarters to the planner by Mid - July for consolidation
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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</p> <ul style="list-style-type: none"> • If sector has no audit query score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points • If all queries are not responded to score 0 	0	<ul style="list-style-type: none"> • The department had a number of audit queries raised in the quarterly internal audit reports for example: <ul style="list-style-type: none"> o Doubtful expenditure for supply of tyres and small office equipment o Lack of accountabilities for a number of activities undertaken for instance purchase of newspapers and for transport to submit reports to MOH • Despite existence of the above queries, the assessment team was not able to find evidences of the department's response to the raised queries.
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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 	0	<p>There is no evidence that HUMCs met gender composition this is mainly because the updated list at DHOs office was not consistent with information at facilities visited. Below is a description for the justification.</p> <p>There was a list of HUMC members per facility at the DHOs office, and the list had 12 facilities. Bumanya HCIV had four females and nine males, Naiwaikoke HCIII had two females and four males, Namwiwa HCIII had three females and three males, Gadumire HCIII had one female and four males, Namugongo HCIII had two females and seven males, Budomero HCII had one female and five males, Kyani HC II had one female and one male, Nabikoola HVCII had three females and two males, Nawampiti HCIII had two females and two males, Kasokwe HCII had one female and three males, Buyinda HCII had one females and four males, Kaliro Town Council HCII had two females and five males.</p> <p>At facilities Kaliro TC HCII was one female three males, Namugongo HCIII information was confusing because attendance lists were not similiar for meeting minutes, Kasokwe HCII only two names were consitent and list at DHO had four names while that at faciltiy had five names. Kyani HCII two names were not similar, and Bumanya HCIV the list at DHO office had twelve members and at faciltiy there were nine members</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 was no evidence at the DHOs office and at facilities the guidelines for sanitation including separation of facilities for men and women was 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>At the DHOs office the guidelines for Approaches to Health Care Waste Management of 2013 was available and at Kasokwe HCII.</p>



LGPA 2017/18

Water & Environment Performance Measures

Kaliro District

(Vote Code: 561)

Score 83/100 (83%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: score 10 	10	<p>Yes, the LG Water department has targeted the less safe coverage Sub-counties. The District safe water coverage average is 57.2% and all the Sub-counties with safe water coverage below the District average safe water coverage (Kisinda – 40.4%; Bukamba – 49.2%; Gadumire – 52.8%; Bumanya – 53.2%; Kasokwe – 53.7%; Buyinda – 54.5%; and Nawaikoke – 54.7%) have been targeted to receive the following 18 new Hand Pump Boreholes for FY2017/18, distributed as: Kisinda – 2; Bukamba – 2; Gadumire – 1; Bumanya – 2; Kasokwe – 4; Buyinda – 3; and Nawaikoke – 2; there are 28No. boreholes rehabilitated within in the current FY 2017/18. Evidences can be traced from:</p> <ul style="list-style-type: none"> The Annual Workplan/Budget for Kaliro DWSCG for FY2017/18, submitted to the Permanent Secretary MoWE and received by DWD on 16/08/2017 with content of 16 deep bore drilling; 28 borehole rehabilitation (inclusive of assessment, supervision allowances to district staff, facilitation to HPMS and purchase of spare parts); Design of a piped water scheme; 80 Water quality surveillance; The Status report for the water sector to TPC Siting on 21/07/2017 by the Civil Engineer - Water indicated rehabilitation of 28 old water sources; drilling of 16 new boreholes, two in each of the Sub-counties of Buyinda, Bumanya, Kisinda, Gadumire, Kasokwe, Namugongo, Namwiwa, and Bukamba; design of 01No water supply scheme from one production well at Namukooge Trading Centre; construction of 06No Shallow hand dug wells one in each Sub-counties of Namugongo, Bukamba, Nawaikoke, Kisinda and 2 in Namwiwa S/C; and water Quality monitoring on 80 old sources. Contract document with East Africa Boreholes Ltd for Drilling, pump testing, casting and installation of 08No boreholes in Kaliro district LOT 2 under Rural Water and Sanitation Programme with procurement reference No.:KALI561/Wrks/2017-2018/00002; dated 07/08/2017

			<ul style="list-style-type: none"> • Contract document with MAA Technologies (U) Ltd for Drilling, pump testing, casting and installation of 08No boreholes in Kaliro district LOT 1 under Rural Water and Sanitation Programme with procurement reference No.:KALI561/Wrks/2017-2018/00001; dated 07/08/2017 • Kaliro District LG Status Report for Water Sector, Quarter Four FY 2016/17 to Standing Committee of Council Received by Clerk to Council on 04/07/2017 from Senior water Officer (SWO): Provided the Safe Water Coverage for FY 2017/18. • FY 2017/18 Water Sector include: (i) Drilling of 17 new water sources; (ii) Design of 01No. Piped water scheme; (iii) Rehabilitation of 28 New Old water sources; (iv) Water quality surveillance for 80 old water sources. • Kaliro District LG from the Office of the DWO by the Civil Engineer – Water on the date of 15/07/2017 to the CAO on Boreholes to be sited/drilled by M/S MAA Technical Services Ltd for Lot 1 and by M/S East Africa Boreholes Ltd. • Minutes, dated 18/07/2017 for Kaliro District Water and Sanitation Coordination Committee meeting prepared by SAEO and verified by the DCAO/Chair that held on 11/07/2017 indicated that 11 Deep boreholes and 4 shallow wells were drilled and installed; 28 old boreholes were rehabilitated, and a production well was drilled at Namukooge Trading Centre; and Plans for FY 2017/18 that included preparation of design of the piped water scheme at Namukooge Trading Centre; Construction of 18 deep wells.
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</p>		<p>Yes, the LG water Department implemented budgeted 11 new boreholes and 28 old rehabilitated boreholes in targeted sub-counties of Kisinda with 40.4% coverage was allocated 2 new and no Old rehabilitated boreholes; Bukamba with 49.2% coverage was allocated 1 new and 1 Old rehabilitated boreholes and 2 shallow wells; Gadumire with 52.8% coverage was allocated with no new and 3 rehabilitated boreholes; Bumanya with 53.2% coverage was allocated with 1 new and 4 rehabilitated boreholes; Kasokwe with 53.7% coverage was allocated with 2 new and 1 rehabilitated boreholes; Buyinda with 54.5% coverage was</p>

<p>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>allocated with 1 new and 1 rehabilitated boreholes; and Nawaikoke with 54.7% coverage was allocated with 0 new and 3 rehabilitated boreholes in the FY 2016/17. Evidenced from:</p> <ul style="list-style-type: none"> Annual Workplan/Budget for Kaliro DWSCG for FY2016/17 submitted to the Permanent Secretary of MoWE and received by the DWD on 15/07/2016 with content of 07 spring protection; 21 deep borehole drilling; 30 borehole rehabilitation (inclusive of assessment and purchase of spare parts); 1 water quality surveillance; construction of a composite latrine in RGC. Kaliro District Local Government Borehole Completion Reports by MAA Technologies (U) Ltd for 13No. Deep boreholes drilling, pump testing, casting and installation with Procurement Reference No.: KALI561/WRKS/2016-2017/00001 containing Borehole Drilling Log Sheets/Reports, Test Pumping Reports, Water Quality Analysis Reports, and Hand Pump Installation Reports. Construction of a 5-stance pit Latrine at Administrative Block with Procurement reference of KALI517/WRKS/2016-2017/00029 on procurement and disposal Notice Board: Date of Display 12/09/2016 and Date of Removal 23/09/2016; stamped by Cao on 27/09/2016. Status report for the water sector by the SWO indicated rehabilitation of 28 old water sources; drilling of 10 boreholes; drilling one production well; and construction of 04No. Shallow hand dug wells. Kaliro District LG submission of First Quarter Progress Report for FY 2016/17 submitted by the CAO on 18/10/2016 to the Permanent Secretary MoWE and received by DWD on 21/10/2016. Kaliro District LG submission of Second Quarter Progress Report for FY 2016/17 submitted by the CAO on 18/01/2017 to the Permanent Secretary MoWE and received on 30/01/2017. Kaliro District LG submission of Third Quarter Progress Report for FY 2016/17 submitted by the CAO on 14/04/2017 to the Permanent Secretary MoWE and received on 16/08/2017.
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Assessment area: Monitoring and Supervision

<p>3</p>	<p>The LG Water department carries out monthly monitoring and supervision of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the LG Water department has monitored each of WSS facilities at least annually. • If more than 95% of the WSS facilities monitored: score 15 • 80 - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60 - 69% monitored: score 5 • 50 - 59%: score 3 • Less than 50% of WSS facilities monitored - score 0</p>	<p>15</p>	<p>There is evidence of monitoring each WSS facilities annually as evidenced from the following documents with the DWO:</p> <ul style="list-style-type: none"> • Supervision Report for Drilling of 11No. Deep wells in the FY 2016/17 by SAEO – Water to CAO through Senior Engineer-Water, dated 27/12/2016 and received in Central Registry on 17/03/2017. • Report to the CAO on 27 boreholes rehabilitation during FY 2016/17 by the BMT through the DWO. • Supervision report by Borehole Maintenance Technician (BMT) in the Office of the District Water Officer to the Kaliro Civil Engineer-Water for pump testing of production well in Namukooge Trading Centre by the Contractor MAA Technologies (U) Ltd., dated 09/01/2017. • Kaliro District LG Status Report for Water Sector, Quarter Four FY 2016/17 to Standing Committee of Council Received by Clerk to Council on 04/07/2017 from Senior water Officer (SWO): Provided the Safe Water Coverage for FY 2017/18. • Kaliro District LG Status Report for Water Sector, Quarter Three FY 2016/17 to Standing Committee of Council Received by Clerk to Council on 03/04/2017 from SWO. • Kaliro District LG Status Report for Water Sector, Quarter Two FY 2016/17 to Standing Committee of Council Received by Clerk to Council on 05/01/2017 from SWO. • Kaliro District LG Status Report for Water Sector, Quarter One FY 2016/17 to Standing Committee of Council Received by Clerk to Council on 04/10/2016 from SWO. • Contract Management Report for drilling and pump testing of one production well at Namukooge Trading Centre for the FY 2016/17 by SAEO through the DWO to CAO and received on 31/01/2017. <p>Overall, the supervision and monitoring reports of each project matches with over 95% of the monitoring plans for the facilities.</p>
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4	<p>The LG Water department has submitted accurate/consistent reports/data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data for the current FY: <ul style="list-style-type: none"> List of water facility which are consistent in both sector MIS reports and OBT: score 10 	10	<p>Yes, the LG has submitted accurate/consistent data for the FY 2017/18. The list of water facilities submitted for the FY 2017/18; 16 Deep Borehole drilling (Hand pump); Design of a piped water scheme; 28 borehole rehabilitations and 80 Water quality testing for old sources in the sector MIS, the Performance contract reports and in the OBT are accurate and consistent. The numbers of facilities tally well with those filled in the procurement requisition forms.</p> <ul style="list-style-type: none"> Contract Document between Kaliro District LG and MAA Technologies (U) Ltd on Drilling, Pump Testing, Casting and installation of 08No. Boreholes in the District under LOT 1 with Procurement Reference Number KALI561/WRKS/2017-2018/00001 and date 07/08/2017. Contract Document between Kaliro District LG and East Africa Boreholes Ltd on Drilling, Pump Testing, Casting and installation of 08No. Boreholes in the District under LOT 2 with Procurement Reference Number KALI561/WRKS/2017-2018/00002 and date 07/08/2017.
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Assessment area: Procurement and contract management

5	<p>The LG Water department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>			<p>The PDU had a file that contained the submitted list of all investment items from the DWO in the approved sector AWP and Budget on time. The DWO submitted a Water Department Annual Procurement Plan for FY 2017/18 to the CAO and the following are supporting documents;</p> <ul style="list-style-type: none"> Contract Document between Kaliro District LG and MAA Technologies (U) Ltd on Drilling, Pump Testing, Casting and installation of 08No. Boreholes in the District under LOT 1 with Procurement Reference Number KALI561/WRKS/2017-2018/00001 and date 07/08/2017. Contract Document between Kaliro District LG and East Africa Boreholes Ltd on Drilling, Pump Testing, Casting and installation of 08No. Boreholes in the District under LOT 2 with Procurement Reference Number KALI561/WRKS/2017-2018/00002 and date 07/08/2017.
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		<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	<ul style="list-style-type: none"> • Procurement Requisition LG PP Form 1 with reference KALI 561/WRKS/2016/17 with subject drilling of one production well for drilling and pump testing of one production well at Namukooge Trading Centre, prepared by DWO on 24/08/2016. • Procurement Requisition LG PP Form 1 with reference KALI 561/WRKS/2016-2017/00034 with subject on construction of 04No. Shallow hand dug wells, prepared by DWO on 12/08/2016. • Procurement Requisition LG PP Form 1 for Project reference KALI561/SRVCS/2016-17/00002 with subject of siting and details of siting and drilling supervision of 10 boreholes prepared by DWO and dated 17/05/2016. • Procurement Requisition LG PP Form 1 for Project reference KALI561/SRVCS/2016-17/00035 with subject of siting and details of siting and drilling supervision of one production well prepared by DWO and dated 24/08/2016. • Procurement Requisition LG PP Form 1 for Project reference KALI561/SUPLS/2016-17/00009 with subject of Borehole spare parts and details of supply of assorted borehole spare parts prepared by DWO and dated 13/04/2016. • Procurement Requisition LG PP Form 1 for KALI561/WRKS/2016-2017/00001 for drilling, platform casting, pump testing and installation in the district, dated 17/05/2016.
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"> • The CAO variously appointed the Contract Managers in following letters who prepared the contract management plans for implementation of the WSS infrastructure projects as seen from: • CAO's Letter for Assignment of BMT as the Contract Manager for rehabilitation of 26No. Boreholes for FY 2017/18, dated 02/09/2017 and with Reference CR 156/4. • CAO's Letter for Assignment of Civil Engineer-Water as the Contract Manager for the preparation of a detailed design of a production well at Namukooge Trading Centre for FY 2017/18, dated 02/09/2017 and with Reference CR 156/4. • CAO's Letter for Assignment of Assistant Engineering Officer (AEO) as the Contract Manager for drilling, pump testing and

installation of boreholes under LOT 2 for FY 2017/18, dated 02/09/2017 and with Reference CR 156/4.

- CAO's Letter for Assignment of BMT as the Contract Manager for drilling, pump testing and installation of boreholes under LOT 1 for FY 2017/18, dated 02/09/2017 and with Reference CR 156/4.

- Letter of Assignment of BMT as the Contract Manager by the CAO for rehabilitation of 26No. Boreholes during the FY 2017/18, dated 02/09/2017.

- Letter of Assignment of Civil Engineer-Water as the Contract Manager by the CAO for preparation of a detailed design for the production well at Namukooge Trading Centre during the FY 2017/18, dated 02/09/2017.

- Letter of Assignment of The Assistant Engineering Officer (AEO) as the Contract Manager by the CAO for Drilling, Pump testing and Installation of 08No. Boreholes under LOT 2 during the FY 2017/18, dated 02/09/2017.

- Letter of Assignment of BMT as the Contract Manager by the CAO for Drilling, Pump testing and Installation of 08No. Boreholes under LOT 1 during the FY 2017/18, dated 02/09/2017.

- Letter to the CAO by the Civil Engineer – Water, dated 15/07/2017 on boreholes to be Sited/Drilled by M/S MAA Technologies (U) Ltd under LOT 1 during FY 2017/18.

- Letter of Assignment of SAEO as the Contract Manager by the CAO for Drilling, Platform casting and Installation of 11No. Boreholes during the FY 2016/17, dated 18/06/2016.

- Letter of Assignment of SAEO as the Contract Manager by the CAO for Drilling, and pump testing of 1No. Production well at Namukooge Trading Centre during the FY 2016/17, dated 02/09/2016.

- Letter of Assignment of SAEO as the Contract Manager by the CAO for Siting and Drilling of 11No. Boreholes during the FY 2016/17, dated 02/09/2016 and stamped by CAO on 05/09/2016.

- Letter of Assignment of BMT as the Contract Manager by the CAO for Construction of 04No. Shallow hand dug wells during the FY 2016/17, dated 12/09/2016.

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

2

• Letter of Assignment of SAEO as the Contract Manager by the CAO for rehabilitation of 28No. Boreholes during the FY 2016/17, dated 02/09/2016 and stamped by CAO on 12/07/2016.

There is evidence that monthly site visits were conducted for all the WSS infrastructure projects following the contract management plans as seen from for example:

- Contract Management Report to CAO from SAEO on Drilling, Platform casting and Installation of 11No. Boreholes during the FY 2016/17, dated 31/01/2017; with start date of 01/11/2016 and End date of 24/01/2017.
- Contract Implementation Plan for contract with Procurement reference number KALI561/WRKS/2016-17/00001, prepared by SWO on 24/01/2017 and received at Central Registry on 31/01/2017.
- Contract Management plan for Drilling Platform Casting and installation of 11No.boreholes for FY 2016/17.
- Contract Management file for drilling and pump testing of one production well for FY 2016/17.
- Contract Implementation Plan for Drilling and Pump Testing of one Production Well at Namukooge Trading Centre, dated 05/01/2017.
- Contract Management file for siting and drilling of boreholes FY 2016/17.
- Contract Management Report for siting and drilling supervision of 11 boreholes for the FY 2016/17 by SAEO through the DWO to CAO, received by Central Registry on 30/01/2017.
- Contract Implementation Plan for Drilling Supervision of 10 boreholes prepared by the SAEO and Final payment and Acceptance/Handover on 01/03/2017.
- Contract Implementation Plan for Construction of Shallow Hand dug Wells by BMT, developed on 17/01/2017.
- Contract Management Report for siting and drilling supervision of one production well for the FY 2016/17 with completion date of 31/01/2017 and prepared by SAEO through the DWO to CAO, received by Central Registry on 30/01/2017.

- Contract Implementation Plan for siting and Drilling Supervision of one production well prepared by the SAEO and Final payment and Acceptance/Handover on 21/02/2017.
- Kaliro District LG Monitoring Report for the month of June 2017 by the Senior Assistant Engineering Officer (SAEO) to the Senior Water Officer (SWO), dated 05/07/2017 for 31 WSS facilities monitored on a Quarterly basis regarding their Functionality.
- Kaliro District LG Monitoring Report for the month of April 2017 by the Senior Assistant Engineering Officer (SAEO) to the Senior Water Officer (SWO), dated 04/05/2017 for 35 WSS facilities monitored on a Quarterly basis regarding their Functionality.
- Kaliro District LG Monitoring Report for the month of May 2017 by the Senior Assistant Engineering Officer (SAEO) to the Senior Water Officer (SWO), dated 14/06/2017 for 30 WSS facilities monitored on a Quarterly basis regarding their Functionality.
- Kaliro District LG Monitoring Report for the month of March 2017 by the Senior Assistant Engineering Officer (SAEO) to the Senior Water Officer (SWO), dated 05/04/2017 for 47 WSS facilities monitored on a Quarterly basis regarding their Functionality.
- Kaliro District LG Monitoring Report for the month of February 2017 by the Senior Assistant Engineering Officer (SAEO) to the Senior Water Officer (SWO), dated 07/03/2017 for 37 WSS facilities monitored on a Quarterly basis regarding their Functionality.
- Kaliro District LG Monitoring Report for the month of January 2016 by the Senior Assistant Engineering Officer (SAEO) to the Senior Water Officer (SWO), dated 09/02/2017 for 44 WSS facilities monitored on a Quarterly basis regarding their Functionality.
- Kaliro District LG Monitoring Report for the month of December 2016 by the Senior Assistant Engineering Officer (SAEO) to the Senior Water Officer (SWO), dated 03/01/2016 for 47 WSS facilities monitored on a Quarterly basis regarding their Functionality.
- Kaliro District LG Monitoring Report for the month of November 2016 by the Senior Assistant Engineering Officer (SAEO) to the Senior Water Officer (SWO), dated 02/12/2016

		<p>for 42 WSS facilities monitored on a Quarterly basis regarding their Functionality.</p> <ul style="list-style-type: none"> • Kaliro District LG Monitoring Report for the month of October 2016 by the Senior Assistant Engineering Officer (SAEO) to the Senior Water Officer (SWO), dated 08/11/2016 for 40 WSS facilities monitored on a Quarterly basis regarding their Functionality. • Kaliro District LG Monitoring Report for the month of September 2016 by the Senior Assistant Engineering Officer (SAEO) to the Senior Water Officer (SWO), dated 05/10/2016 for 53 WSS facilities monitored on a Quarterly basis regarding their Functionality. • Kaliro District LG Monitoring Report for the month of August 2016 by the Senior Assistant Engineering Officer (SAEO) to the Senior Water Officer (SWO), dated 08/09/2016 for 37 WSS facilities monitored on a Quarterly basis regarding their Functionality. • Kaliro District LG Monitoring Report for the month of July 2016 by the Senior Assistant Engineering Officer (SAEO) to the Senior Water Officer (SWO), dated 05/08/2016 for 50 WSS facilities monitored on a Quarterly basis regarding their Functionality.
<ul style="list-style-type: none"> • If water and sanitation facilities constructed as per design(s): score 2 	2	<p>Yes, the five Water sources visited that included Bundobya DWD61440; Bugoodo P/S DWD61441; Kyani Nyanza DWD61437; Kiranga B DWD61436; and Bunswezya DWD66310 were all constructed as per the designs. The funding for construction of Sanitation facilities stopped 2 Financial years ago (since FY 2015/16) and therefore there was no sanitation facility visited for the assessment.</p>

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

2

Yes, contractors handed over all completed WSS facilities as seen in the written evidences of facility completion and payment in the Contract management file/records:

- Report to the CAO by the Assistant Water Officer-Mobilization and Civil Engineer – Water on the commissioning of 15 water sources, dated 14/07/2017, comprising of Buyinda – 1 Borehole; Kisinda – 2 Boreholes; Kasokwe - 2 Boreholes; Bumanya - 1 Borehole; Budomero - 1 Borehole and 1 Shallow well; Namugongo - 1 Borehole and 1 Shallow well; Bukamba - 1 Borehole and 2 Shallow wells; and Namwiwa – 2 Boreholes.
- Kaliro District LG District water Office payment Certificate for Contract with Procurement Reference Number KALI561/WRKS/2016-2017/00001 for period of December 2016 to February 2017; issued on 22/03/2017 for Contractor MAA Technologies Ltd.
- Payment Certificate No.1 issued on 01/03/2017 to Anesha Technical Investments Ltd for contract with reference Number KALI561/SRVCS/2016-2017/00036 for a contracted period of January 2017 to February 2017 for siting and drilling supervision of 10 boreholes.

Yes, the DWO appropriately certified all WSS projects and prepared and filed completion reports with examples of Certificate sent together with payment requisition forms for facilities implemented in FY 2016/17, including but not limited to:

- Borehole Completion Report by MAA Technologies (U) Ltd on 13No. Borehole Drilling, Pump Testing, Casting and installation with Procurement Reference Number KALI561/WRKS/2016-2017/00001; having Borehole Drilling Log Reports, Test Pumping Reports, Water Quality Analysis Reports and Hand pump installation Reports and date 07/08/2017.
- Kaliro District LG, Office of the District Water Officer Interim Certificate of completion issued on 07/02/2017 for project reference KALI561/WRKS/2016-2017/00036 for drilling and pump testing of 01N0. Production well at

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

2

Namukooge Trading Centre by MAA Technologies Ltd with Start date of 05/01/2017 and Partial completion date 02/02/2017 by Senior Engineer – Water, signed by CAO on 07/02/2017.

- Certificate of Final Completion dated 27/02/2017 for Project with reference KALI561/WRKS/2016-2017/00004 on siting, design and drilling supervision of 11 boreholes in the district by Anesha Technical Investments Ltd with Start date of 01/10/2016 and Final Completion Date of 24/01/2017 by the Senior Engineer – Water.

- Payment Certificate No.1 issued to Anesha Technical Investments Ltd on 13/12/2016 for contract with reference Number KALI561/WRKS/2016-2017/00004 for a contracted period of November 2016 to February 2017 for siting and drilling supervision of 10 boreholes.

- Payment Certificate No.2 issued to Anesha Technical Investments Ltd on 28/02/2017 for contract with reference Number KALI561/WRKS/2016-2017/00004 for a contracted period of November 2016 to February 2017 for siting and drilling supervision of 11 boreholes.

- Payment Certificate No.2 issued to Anesha Technical Investments Ltd on 28/02/2017 for contract with reference Number KALI561/WRKS/2016-2017/00001 for a contracted period of December 2016 to February 2017 for drilling and test pumping of 11 boreholes.

- Interim Certificate of Completion issued on 25/04/2017 for project ID of KALI561/WRKS/2016-2017/00034 on Construction of 04No. Hand dug wells by Altecom Services Ltd with start date of 15/02/2017 and Partial Completion date of 24/04/2017.

- Certificate of Final Completion issued on 02/10/2017 for project ID of KALI561/WRKS/2016-2017/00034 on Construction of 04No. Hand dug wells by Altecom Services Ltd with start date of 15/02/2017 and Partial Completion date of 24/04/2017.

- Certificate of Final Completion issued on 02/10/2017 for project ID of KALI561/WRKS/2016-2017/00034 on

				<p>Construction of 04No. Hand dug wells by Altecom Services Ltd with start date of 15/02/2017 and Partial Completion date of 24/04/2017.</p> <ul style="list-style-type: none"> • Certificate of Final Completion issued to Anesha Technical Investments Ltd for Contract with reference No. KALI561/WRKS/2016-2017/00035 on subject of siting, design and drilling supervision of 01No. Production Well at Namukooge Trading Centre for the Contract period 05/01/2017 to 06/02/2017.
7	<ul style="list-style-type: none"> • Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<ul style="list-style-type: none"> • Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<p>For all the seven projects undertaken in 2016/17 reviewed it was observed that the HoD recommended suppliers for payment on time for example:</p> <p>The contract to MAA technologies for drilling of 10 boreholes an invoice was raised on 3/3/17 and the Water officer approved on 22nd/3/17</p> <p>The contract to Aneasha Tec Investments for sitting of boreholes an invoice was raised on 27th/11/16 and the Water officer approved on 13th/12/16</p> <p>The contract to Kaliro Hand Pump Mechanics Association for supply of borehole Spare parts an invoice was raised on 8/9/16 and the Water officer approved on 8th/9/16</p> <p>The contract to ALTECOM for construction of a shallow well an invoice was raised on 27th/4/17 and the Water officer approved on 27th/4/17</p>
Assessment area: Financial management and reporting				
8	<p>The LG Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	0	<p>No, there is no evidence that the Department of Water submitted annual performance reports for all four quarters to the planner by Mid - July for consolidation.</p>

9	<p>LG Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 5 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	0	<p>The department had a number of audit queries raised in the quarterly internal audit reports for example:</p> <p>There were no activity reports for a number of activities including; monitoring WATSAN facilities, conducting social mobilizer's meeting and conducting water and sanitation committee meeting; and</p> <p>Lack of accountabilities for a number of activities undertaken</p> <p>Despite existence of the above queries, the assessment team was not able to find evidences of the department's response to the raised queries.</p>
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Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	3	<p>Yes, there is evidence that the Standing Committee on Social Services met and discussed Water service delivery issues like sector allocations.</p> <p>For example refer to committee meeting report developed on 29th May 2017 and presented by the Committee Chairperson Hon. Nanyanga Harriet. Refer to Page 1 where the recommendations on the priority activities and budget allocations agreed upon by the committee were summarised for presentation to the fuller council.</p> <p>These Budget Estimates and Priorities for FY 2017/2018 were presented to the council by the District Water Office.</p>
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• Evidence that the water sector committee has presented issues that require approval to Council: score 3

3

Yes. The sector committee presented issues that require approval from council.

Refer to District Council meeting held 29th May 2017 Minute MIN.NO61/KDLC/MAY/2017 where the Chairperson of the Standing Committee for Social Services presented a report with the recommended Budget Estimates and Priorities for the FY2017/2018 to the fuller District Council for discussion.

The report included among others Water sub sector issues namely total sector allocation, location and nature of priority capital investments. This submission was extracted out of a standing committee meeting report presented by Hon Nanyanga Harriet on 29th May 2017

The LG Water department has shared information widely to the public to enhance transparency

Maximum 6 points for this performance measure

- 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

2

Yes, there were displays of information on the district notice boards (at the District Central Notice Board and the DWO Notice Board) regarding the AWP, budget and the Water Development grant releases and expenditures. There were also advocacy meetings held at Sub-counties regarding the AWP, budget and Water Development releases and expenditures. The AWP, budget and Water Development releases and expenditures are also available in files and records with the DWO and the PDU.

- Kaliro District LG, Office of the CAO Notice Board Water Releases for FY 2017/18 Quarter One indicating Conditional Grant for Rural Water, Transitional Development, Sanitation and Hygiene Grant signed for CAO on 15/08/2017.
- Kaliro District LG, Office of the CAO Notice Board Water Releases for FY 2017/18 Quarter Two indicating Conditional Grant for Rural Water, Transitional Development, Sanitation and Hygiene Grant signed for CAO on 11/11/2017.
- Kaliro District LG Invitation for Pre-qualification/tender for works, Services and Supplies for FY 2016/17 Procurement Notice No.1, FY 2016/17 for the projects with the ID: (i) KALI561/WRKS/2016-2017/00001 for Drilling, Platform casting, Pump testing and installation of 10 No boreholes in the district; (ii) KALI561/SRVCS/2016-2017/00002 for siting and drilling supervision of 10 No boreholes in the district; and (iii) KALI561/SUPLS/2016-2017/00008 for Supply of borehole spare parts in the district.

- All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2

2

From a sample of WSS projects checked (Bundobya DWD61440; Bugoodo P/S DWD61441; Kyani Nyanza DWD61437; Kiranga B DWD61436; and Bunswezya DWD66310), it was found that all WSS projects were clearly labelled on the platform concrete casting indicating the name of the source (Village), the DWD Number, the date of platform casting/construction, and the source of funding (DWSCG).

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

2

Yes the information was displayed on the district notice boards as evidenced from the following:

- Displayed Published Bid Notice on 02/06/2016 and Display and communication of the best evaluated bidders on 29/06/2016 as (i) MAA Technologies Ltd for drilling, pump testing, casting and installation of 10 boreholes with procurement reference number KALI561/WRKS/2016-2017/00001; (ii) Anesha Technical Investment Ltd for siting and drilling supervision of boreholes KALI561/SRVCS/2016-2017/00002; (iii) Framework contracts 2016/17 KALI 561/SUPLS/2016-2017/00008 supply of borehole spare parts by Kaliro Hand pump Mechanics Association. Date of display 29/06/2016 and Date of removal 12/07/2016.
- Displayed Contracts entered into under the DWSCG for the FY 2016/17 prepared by the DWO and dated 14/04/2017:
 - o Anesha Technical Investments Ltd for siting and drilling supervision of 11 boreholes;
 - o MAA Technologies Ltd for drilling of 01No. production well at Namukooge Trading Centre;
 - o MAA Technologies Ltd for drilling, Platform casting and installation of 11Noboreholes;
 - o Altecom services for shallow hand dug wells construction;
 - o Anesha Technical Investments Ltd for drilling supervision of 01No. production well at Namukooge Trading Centre;
 - o Kaliro Hand Pump Mechanics Association for rehabilitation of boreholes.

12	Participation of communities in WSS programmes			
	Maximum 3 points for this performance measure	<ul style="list-style-type: none"> • If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	1	Yes, the communities make applications for water sources and each application found in a file with the DWO, clearly spelt out that in case of the offer, community contributions made were categorized as: (i) UGX 200,000 in case of Deep borehole; (ii) UGX 45,000 in case of a spring well or a GFS tap stand; (iii) UGX 100,000 in cases of Shallow well or rehabilitation of a borehole or shallow well; (iv) UGX 50,000 to UGX100,000 in case of a spring protection. During the visits to the four sampled facilities (Bundobya DWD61440; Bugoodo P/S DWD61441; Kyani Nyanza DWD61437; Kiranga B DWD61436; and Bunswezya DWD66310) it was confirmed that for every community that received a facility, they actually made community contribution, set up WSC within 2 weeks from the village feedback meeting and fulfilled all other requirements.
		<ul style="list-style-type: none"> • Number of water supply facilities with WSCs that are functioning evidenced by collection of O&M funds and carrying out preventive maintenance and minor repairs, for the current FY: score 2 	2	For each of the five water supply facilities visited (Bundobya DWD61440; Bugoodo P/S DWD61441; Kyani Nyanza DWD61437; Kiranga B DWD61436; and Bunswezya DWD66310), the WSCs were found to be well constituted of 7 members and were active (i.e. they conduct regular meetings, collecting UGX1000 per household per month for carrying out O&M, preventive maintenance and minor repairs).

Assessment area: Social and environmental safeguards

13	The LG Water department has devised strategies for environmental conservation and management	<ul style="list-style-type: none"> • Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	2	Yes, there is evidence that Environmental screening (as per templates) were followed for the new and old boreholes in selected Sub-counties in Kaliro District for the FY 2016/17 and FY 2017/18; and the screening results were included in the advocacy meetings Report on Environment Screening of proposed water projects for FY 2016/17 to CAO by Senior Environment Officer, dated 30/09/2016; with Proposed project sites for water sources in FY 2016/17 that included Bumanya Sub-county (S/C), Budomero S/C, Buyinda S/C and Bukamba S/C, each allocated 1 borehole, Namugongo allocated 1 production well and a shallow hand dug well, Bukamba allocated 2 shallow hand dug wells and Budomero allocated a shallow hand dug well.
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		<ul style="list-style-type: none"> • Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	1	No evidence was adduced or seen to this effect since no serious environmental incidences were ever encountered or noticed.
		<ul style="list-style-type: none"> • Evidence that construction and supervision contracts have clause on environmental protection: score 1 	0	There were no inclusions of an Environmental clause in the Technical Specifications for construction and supervision agreements/signed contracts.
14	<p>The LG Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If at least 50% WSCs are women as per the sector critical requirements: score 3 	0	<p>The facilities sampled and visited did not meet the sector critical requirements of women on the WSCs to be at least 50%. For the facilities visited, the composition of women on the WSCs of Bundobya DWD61440 was 3/7; Bugoodo P/S DWD61441 was 3/7; Kyani Nyanza DWD61437 was 1/7; Kiranga B DWD61436 was 3/7; and Bunswezya DWD66310 was 4/7.</p>
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 	0	<p>There was no sanitation facility visited in Kaliro District since they have not constructed any sanitation facility for the last two Financial Years (FY 2016/17 and FY 2017/18).</p>